



A Guidebook to Organizing a Table Tennis Sport Club Team in College

Join the excitement of Collegiate Table Tennis!



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Foreword

Before you read this guidebook, there are several things to keep in mind. First and foremost, this is a “guidebook”. Nothing written here is set in stone. You can decide what is applicable and effective for your situation as you go through the process of setting up a table tennis sport club team in your college. Please note that every college is different in terms of size, policy, funding, resources for sports... This guidebook serves as a reference to help start your table tennis team, and refer back to it for more ideas later on down the line.

There will be portions of this guidebook that may be hard to understand at first, but they should become clearer after you read more and take actions. For some of the content, it is necessary to know A before B, B before C, and C before A. This guidebook brings together ideas from National Collegiate Table Tennis Association (NCTTA) and USA Table Tennis (USATT). Please use this information to your advantage in organizing your team. When in doubt, talk to people in the table tennis community or in other sport clubs and ask them questions. There is not only one way to organize your club; think outside the box!

A collegiate table tennis team can define your college experience, and the opportunities it brings are truly countless. You may be fortunate enough to travel to all corners of the country with your teammates and meet table tennis players (including Olympians!) from all over the world, brought together by this wonderful sport.

We would like to express our great appreciation to the following club team coaches and/or organizers for their contributions to this guidebook: Dr. Yongqiang Gao (Ohlone College), Judy Chen (University of Texas at Austin), and Meng-Yu Wang (University of Iowa). We wish you the absolute best in the process of establishing a collegiate table tennis team!

Alan Chu
NCTTA Coaching Committee Chair
University of North Texas Coach

Willy Leparulo
NCTTA President
Florida State University Coach

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Introduction

What Is a Sport Club?

“A great aspect of table tennis club teams is the leadership opportunities. A lot of work is involved, but in the end it was a great experience for me. Bring my experience and passion, we were able to raise more money than ever before, which helped a lot with our limited funding from recreational sports during my first year there.”

– Alan Chu,
Former
University of
North Texas
& University
of Missouri
President/
Captain

A sport club is a group of students that organize voluntarily to further their common interest in an activity through participation and competition. While some institutions refer to them as “club sports,” and others call them “sport clubs,” for the purpose of this guidebook “sport clubs” will be used.

The key to success of sport club programs is student leadership, interest, involvement, and participation. The clubs should be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, scheduling, and of course, the development of skills in a sport. They are formed through the recreational sports department of your school and span the sporting world from martial arts and fencing to soccer and, soon on your campus, table tennis!

Your table tennis club will be formed, developed, governed, and administered by your student membership, along with the recreational department of your school. With this guidebook, you will be able to maximize all of these areas for your club.

At this point, you may be wondering what the differences between a sport club and an intramural sport are. According to the official definitions of National Intramural-Recreational Sports Association (NIRSA):

Intramural: Within the walls or boundaries of the institution.

Extramural: Intramural teams from one school play intramural teams from other schools.

Sport Clubs: Recognized student organization on campus that competes against other sport clubs, generally at a higher level of competition.

Intramurals develop sport leagues for play on a single campus. These leagues are usually run over a short period of time (seasonally). For table tennis, this is often in the form of one-day tournament. Whereas, your table tennis club team can organize students with an interest in the sport and provide them with a year-round opportunity to play and practice together, compete against each other, compete together against other schools in collegiate competition, and socialize together. In addition, a club team has the ability to modify program offerings at any time based on student needs and interests, which offers students advantages over intramurals.

“When I was studying in California, I joined the De Anza Table Tennis Club and played in their divisionals and regionals. I immediately joined the UT Austin Table Tennis Club after I moved to Texas. It was hard for me at beginning because I didn’t know anyone in Texas, but I met lots of awesome people at the club. We hang out a lot outside of practice and they’ve helped me adapt to Texas/Austin culture very quickly. I also met different people at nationals who later became my friends.”

– *Felix Chan,
UT Austin
President/
Captain*

Another question you may have at this point is the differences between a club team and a varsity team in college. Varsity teams are very structured, funded by the school’s athletic department, feature collegiate competition, hire coaches, recruit, and make competitive cuts... Forming a club team allows some of the benefits of varsity athletics, such as competition against other colleges, regular practices, year-round play, and travel opportunities. One main difference is club teams including table tennis are often coeducational, which increases the fun and social opportunities for team members. While varsity programs are often fully subsidized by the athletic department, sport clubs have to rely heavily on dues collection and the fundraising efforts of the team members. In short, a table tennis club falls somewhere on the spectrum between intramural and varsity athletics in both funding and skill levels. The beauty is that you and the members of your club team have the opportunity each and every day to create the program that is right for you and your campus!

Where Do I Begin?

On Campus

The first stop on the road to becoming a recognized sport club at your school is your recreational sports department. There, you will need to contact the recreational sports director, who is in charge of all recreational endeavors outside of varsity athletics, including sport clubs. Depending on the size of your school, you may be referred to someone else in the department who deals specifically with sport clubs. Either way, this is a very important person for you to become acquainted with. He or she will have information tailored to your school regarding the process of becoming a recognized sport club, and you will deal with this person on a weekly, if not daily, basis throughout the year. Share with them your vision of creating a table tennis club team on campus, give them information about the sport and NCTTA, ask them what you need to do to make that happen, and see how you can best work together to accomplish this goal.

Another person in the recreational sports department whom you may want to talk to is the intramural director, who is in charge of all intramural sports activities on your campus, from flag football to the weekend tennis tournament. He or she should have a list of students who have recently participated in an intramural table tennis tournament for which you can use as your recruitment list. This person can also connect with others who may be able to help you form your club team, such as the facility manager of the recreation center who handles your equipment request as well as other sport club staff. A sport club staff will help you schedule time reserve space for your club regular practices. It is crucial that you meet with him or her to avoid scheduling conflicts with other recreational sports program.

You should be able to find contact information for the above people on your school's recreational sports department website. It is important to take steps to get to know these people now. Make an appointment to meet with them personally because you will be dealing with them throughout the year.

USA Table Tennis (USATT)

USATT is the non-profit governing body for table tennis in the United States and is responsible for cataloging and sanctioning tournaments within the U.S. It was founded in 1933. In addition to processing tournaments, USATT maintains a national rating and ranking system and creates opportunities for athletes and coaches of all backgrounds to participate in the sport through more than 250 clubs. USATT is a member of the International Table Tennis Federation (ITTF), and is responsible for selecting and training USA National Teams for international competition including the Pan American and Olympic Games. In total, USATT has over 8,000 members. For more information on the USATT, log on to www.usatt.com.



USATT has numerous people who can help you. Each of eight regions under USATT organize table tennis tournaments in various locations for your team to participate. Each region consists of multiple states in which you can find many table tennis clubs in the community. In these tournaments and clubs, you can meet people with titles ranging from collegiate team captain to NCTTA tournament director to table tennis Olympian, who are involved with everything relating to table tennis in their particular section. They work with table tennis programs in the national level, community level, collegiate level, and youth level. Many of them also work closely with NCTTA to promote table tennis on college campuses. They will have some more information for you on starting your own sport club, will be able to put you in touch with some other clubs to play against and talk to while you set up your club, will have information to help you fundraise, market, and program your club, and so on. Honestly, anyone you meet in the table tennis community is an invaluable resource. Please see <http://www.teamusa.org/usa-table-tennis/clubs/find-a-club> for contact information of the clubs around you.

National Collegiate Table Tennis Association (NCTTA)

As the governing body of collegiate tennis, NCTTA is a non-profit organization whose aim is to promote competitive table tennis at the collegiate level in the U.S. and Canada. It was founded in 1991. As of 2016, 191 universities competed in 31 geographical divisions, organized into six regionals throughout the U.S., Canada, and Puerto Rico. The official website is www.nctta.org.

“I like the competitive environment that NCTTA provides, especially for the B and C teams. Many people began playing table tennis in college and have never experienced a table tennis tournament before. The varsity teams also have opportunities to play with highly skilled players from other colleges and universities as well. Everyone becomes more motivated to come to practice and our team becomes better after tournaments.”

– *Kevin Tsai,
Former UT
Dallas
President/
Captain*

For those of you with a table tennis sport club already in the past but not in the present, try to find the contact information of previous presidents or captains, who may be current students or recent graduates, and talk to them about how they organized the club when they were in charge. They are most likely willing to help you in numerous ways, such as connecting you with the table tennis community, both on and off of your campus. In some cases, the previous club on your campus may have been a NCTTA member, or there may be faculty members in your school who have overseen a table tennis club.

Other Students

Of all of the people you will meet, your own student population is the most important. They are the ones who will become members of your sport club, the ones who will help you run the team behind the scenes, and the ones who will become your friends and teammates on campus. Another invaluable resource amongst your peers are the leaders of other organizations on your campus. Talk to your recreational sports director and obtain a list of other sport club presidents in order for you to contact some of them and potentially set up a short meeting. They may have been in the same position that you are but with another sport. Thus, they can help guide you in the right direction with the structure of your new club, have some valuable insight into the recreational sports department on your campus and how it functions, and answer many of the questions that will arise throughout this process.

You should also establish strong relationships with the student government and other leadership groups on campus. These organizations are usually responsible for deciding how all of the money from the student fees that are built into your tuition gets distributed. Some of this money is for recreational sport endeavors, including your sport club. Not knowing these people and how these organizations operate could potentially cost your team thousands of dollars in missed funding! Find out who these people are on your campus and meet with them. In some schools, you may need to register your team with the student activities council before you request funding from them, and be prepared to submit a semester budget for your team. Make sure to attend their mandatory meetings too. They can be great places to network with other campus leaders and will provide you with some great ideas about campus fundraising, promotion, and organization.

“Collegiate table tennis has improved my quality of life throughout my undergraduate life. It allowed me to have a strong hobby during the school year to help balance out stress levels extra-curricular goals. Developing my skills in table tennis is always fun. Getting the confirmation email to attend our first nationals after years was a great feeling. It was also a great achievement for our school. I knew we always had the potential but struggled due to our difficult region. Seeing team win the consolation bracket at nationals was my favorite moment. ”

– *David Gradinaru, Former University of North Texas President*

Set up a Table Tennis Sport Club

Apply to Be a Recognized Club

This is the most important paperwork step along the way. You need to officially apply to become a recognized sport club with your recreational sports department. Talk to your sport clubs coordinator to get more information about this. He or she will have specific information tailored to your school — and perhaps your club. Every school is different when it comes to this process. At some schools, you may simply have to fill out a form, while at others you may have to organize yourselves and function as a non-recognized club tennis team for a year before you can become recognized. Collegiate recreational sports departments often give minimal funding to recognized sport clubs, and in some cases student leadership organizations may also have funds available for recognized sport clubs. Talk to the related personnel for details at your school. Please see pages 25 and 26 for constitution guidelines and a sample.

Website

Setting up a website is a very easy and efficient way to help organize your sport club. It can be used to attract new members, update current members, keep members in touch with each other, keep statistics for the club, raise awareness of your sport club on campus and in your community, keep past members in touch with the club, a team roster, pictures, practice information, contact information, schedule, directions to your practice location, and really anything you may want to include (be creative!). Setting up your website early on in this process will make life much easier on you. You will be able to advertise your club and distribute up-to-date and accurate information to interested people. If you do not know how to create a website, talk to your recreational sports director or campus computing department and ask them to point you in the right direction. It is also very likely that once your sport club is formed there will be someone who will be well-versed with things of this nature and will be able to take on some of these responsibilities.

You may see a website example from the University of North Texas (UNT) Table Tennis Club on <http://unttabletennis.weebly.com/> (courtesy of website designer David Gradinaru) which uses a free website domain from “Weebly”.

Informational Mass Meeting

The most efficient way to find and coordinate students who are interested in joining your table tennis sport club is to organize an informational mass meeting. Talk to your sport clubs coordinator for help with this as they should have plenty of experience with them.

First, set a date for the informational meeting. Make sure to give yourself enough time to let people know about it and to organize the information that you want to distribute, but do it soon enough so you can get started quickly! Next, secure a large room in hopes that your turnout will be greater than you expect. Lastly, it is time to let people know about the meeting. Start this process by contacting the people who you have seen playing at the recreation center as well as those who have played in your campus tournament (Remember the list your intramural director gave you?). Then, make posters and flyers and strategically place them in high traffic areas around your campus. Good places for this are the recreation center, library, dormitories, on busy sidewalks, at bus stations, and on poles and walls near busy pedestrian crossings. You may also want to try placing an advertisement in your school newspaper and posting information on school social media (e.g., your own Facebook page, the recreational sports Facebook page, and any related Facebook groups on campus). Your sport clubs coordinator will be able to advise you on appropriate and acceptable means of promotion.

At your informational meeting, you will share your vision of a table tennis sport club tennis team with your peers. After reading the rest of this guidebook and doing a little bit of work, you will be able to explain when and where you will practice, how the club will be structured, what the costs are, what teams you will have, what fundraisers you will do to keep costs low for them...

After you have all of these people together, you need to keep all of their contact information to communicate with them frequently. Come prepared with plenty of paper and pencils and ask people to write down their name, email address, and phone numbers. You now have the tools necessary to distribute more information about your sport club to a large group of people in a short amount of time.

“One thing I like the most about playing on a table tennis club team is the cheers and team spirit. The sense of belonging to a team and taking pride in whatever happens. It definitely took up a lot of time, but I think these are time well spent in getting to know a wide variety of people. It certainly broaden my network.”

– *Judy Chen, UT Austin Coach & Former UT Austin President*

“Collegiate table tennis experience has helped me to feel more confident at school. Classmates and teachers always cheer for and support me. There are tremendous opportunities to participate in different exhibitions at school and meet new people. The best moment of collegiate table tennis was when we won the national title again in the teams event and everyone was happy.”

- *Anastasia Rybka, Texas Wesleyan captain*

Email Lists and Text Message Groups

Now that you have all of these email addresses from people interested in joining your new sport club, it is time to create a team email list and a text message group (e.g. GroupMe and WeChat Apps). With a team email list you will be able to send an email to the entire team with just a single email address. You should be able to find easy step-by-step online resources that will direct you through the setup process. If you do not know how to create a group email list, ask help from your sport clubs coordinator or campus administration department staff. You can even get their help to send a promotional email to all students (done at the University of Iowa).

After you establish your club, it is a good idea to create a few other email lists and text message groups for different purposes. Create one for your sport club officers so that you may communicate easily with each other, one for your whole team after you get everything rolling for the club, one for interested students who are not currently on your team but may be in the future, one for alumni of your team, and any meaningful groups that you can think of. After they graduate and start making big bucks, they will want to give back to the club from which they received benefits! Have email lists and text message groups make sending out directions to events and match schedules much easier!

Orientations and Campus Days

At the beginning of the academic year, almost all colleges have organized events to introduce students to the range of extracurricular activities that await them. There are normally two specific kinds of events in this category, both of which you and your club will want to be a part of. The first kind is school-wide events, such as freshmen and transfer orientations, which are open to all student organizations. This includes sororities and fraternities, department clubs, sport clubs, and many more. The second event specific to sports is the National Recreational Sports Day. This celebration is put on by your college’s recreational sports department and showcases all sport clubs, intramural sports, and other recreational sport endeavors on campus. Make sure you are a part of these events to showcase your club and recruit members!

If you have a booth or table, there are several things that you will want handy. Create some kind of large sign or banner to attract people to your area. You may also want to have a few paddles and table tennis equipment (even a small table tennis table) lying on your table. You will need flyers with club information to pass out to people. If the event is before your mass meeting (which is better), you may use the same flyers that you posted around campus that show the practice and meeting times and place, along with your contact information. Also, come prepared with paper and pen to take potential members’ names, email addresses, and phone numbers. Now, you can add these names to your group email list!

Governing Board and Club Officers

Your recreational sports department should have a structure that you can follow to set up your sport club's governing board composed of a few club officers. If they do not have a standard structure, the following is a sample structure of what table tennis clubs in several colleges uses. The duties of each potential officer are outlined below:

Essential Positions:

President. This is the most crucial position on the governing board. The elected president is the liaison between the club and the recreational sports department. The president's duties include, but not limited to:

- Attend all required meetings and prepare an agenda for each club meeting
- Inform club members of policies, procedures, expectations and regulations that must be followed
- Recruit sport club members
- Familiarize incoming officers with how the board runs
- Submit all important paperwork to the appropriate people
- Handle NCTTA registration and arrange corresponding payments
- Arrange facility reservations and equipment purchases
- Make travel arrangements for the club (rental vehicles, hotels, contacting other club teams, etc)
- Lead communication efforts within the team and between the team and other parties
- Oversee the club's financial obligations
- Oversee the duties of all other board members
- Resolve conflicts among club members if needed

Vice President. The roles of vice president less-clear as a lot of the duties performed are on assisting the president in all aspects, such as travel arrangements, scheduling, fundraising, and communication. The specific roles depend on the size of the club as well as the strengths of president and of vice president. Some clubs may even have two vice presidents, such as the one at the University of Texas – Austin, one of the largest and most organized clubs among the U.S. colleges. One of their two vice presidents usually becomes the president the next year. Being a vice president is a good starting point to learn about the roles of a club leader and various administrative duties to be a successful president later on.

Secretary/Scribe. An important officer who maintains the club history.

- Keep accurate records (minutes and practice attendance) of meetings
- Help president complete some paperwork and make announcements



Treasurer. Basically everything about money!

- Prepare a yearly budget
- Keep current financial records and update the recreational sports staff and club members on the financial status of your club
- Ensure all club members have paid dues and help generate funds
- Handle and keep track on income (e.g., fundraising) and expenses

Additional Committees/Officers (Optional). Using committees and additional effectively can greatly reduce the workload of the essential officers. You may form committees and/or additional officer positions based on certain activities, such as away trips, social events, and fundraising.

Public Relations/Club Representative

- Organize and update social media of the club (e.g. Facebook page)
- Connect club with upper-level authorities and personnel
- Attend sport club representative meeting to fulfill sport club requirements. For instance, at Ohlone college, a club is deactivated if it misses three meetings per semester
- Help president with recruitment and publicity
- Take pictures and videos (or assign others in the club) in team events, including NCTTA tournaments

Fundraising Chair

- Plan and organize events for fundraising
- Provide resources and delegate club members to do outreach among local businesses and table tennis sponsors

Event Manager

- Organize social events for the club, such as beginning-of-school-year party, end-of-the-year-party, and inter-school or intra-school tournaments
- For this position, the president and vice-president may have to identify his/her specific duties of the year depending on the events in order to enhance effectiveness



“NCTTA is very well organized in my opinion, and I really enjoy the team atmosphere and competing with other schools. It would be better if I have a chance to play at nationals. I guess I still have a chance since I have two years left in my eligibility. For now, I will just coach the team until the team is very strong and then I'll join. The most important thing for me to organize the club was having the patience to deal with all kinds of weird situations and being consistent with the way we handle situations and learning from mistakes.”

- Meng-Yu Wang,
University of Iowa Coach & Former University of Illinois President

Practices

Before any practices can begin, you must secure a facility. Your sport clubs coordinator may be able to help you with this process, but more importantly you need to contact your gym or table tennis facility manager. Hopefully, you have already talked with them and they know you will be calling to discuss practice time. Reserving a space for club practice is usually free but make sure you check with the facility manager or sport coordinator first. A big advantage to set a regular practice time besides being organized with club members is that you are mostly like able to reserve for the same space and preferred practice time in the future. This is when a great relationship with the facility manager can become very helpful. The more flexible and willing they are to help you out, the easier your job becomes. However, do not be surprised if you end up having to hold your practices at odd hours. If you propose the same practice time at the same space as other more established clubs, they have priority over your team.

Also at this point, you should have a rough estimate regarding the number of members in your club. This is vital to buying club equipment including nets and balls (or even tables). If you purchase too many, you waste your own money; if you purchase too few, people have to walk around and find balls instead of hitting balls. To maximize everyone's time on the table and the club's dollar, plan on having four people per table and hit crosscourt (people do that all over Asia). This means that it will be tight, but everyone will be able to play all of the practice time. Then, you can either buy more equipment or less depending on how things are going. Again, once you get into the groove of things, it will be easy to see what will work for your club.

Your practice schedule will depend on many things, such as the number of people you have on your team, the availability of the facility, and the availability of your members. One way you can make it easy on your members is to offer three to four practice sessions per week for them to attend one or two regularly. For example, at UNT, there are about 20 active members on the team. The club offers practices on Tuesday nights, Thursday nights, Friday nights, and Sunday afternoons, of which the members could choose which two to three they would attend based on their schedules (classes, work, other organization involvements, etc.). You will need to be flexible, as will the club members.

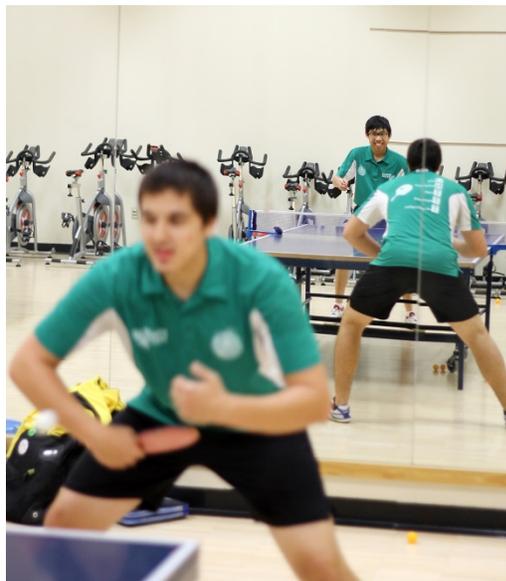
Your practice structure is yet another thing that you get to adapt to your club's specific needs. Some people want to drill with certain players, some want to learn basic skills, some want to play singles, some want to play doubles. Again, it is very important to listen to your members and their needs. Make sure that they enjoying attending practices. It is the foundation of the club so keep it simple and keep it fresh. For practice drills sample, please read another document created by NCTTA.

Coaching

“I have got involved in NCTTA because we share the same goal and vision to promote table tennis in the U.S., particularly among community colleges. I am learned that table tennis is not even sanctioned as a sport in community colleges in this country so I thought we had to do something together to turn things around. We need a strong voice, we need to show our passion, and we need to spread the words that table tennis is indeed a competitive sport involving a lot of physical and mental skills like any other sports.”

- Yongqiang Gao, Ohlone College Coach

Searching for a coach can be a good idea, but it is definitely not necessary. They can provide structure at practices and an authority figure when one is needed. They can also take care of some of the behind-the-scenes work of running the club, thus relieving you and your board of some duties. Many people (Yongqiang, Judy, Meng-Yu...) see coaching club teams as a great way to strengthen their table tennis experience and may be willing to volunteer their time; this situation can work well for both the coach and the team. Some good places to start looking for a volunteer coach are current players on your team and former team members. Be sure to follow the guidelines set forth by the recreational sports on hiring sport club coaches. Many have guidelines/contracts coaches must adhere to. Be familiar with these before recruiting a coach. You can see different coaching methods on the internet such as www.tabletenniscoaching.com, www.experttabletennis.com, www.tabletennisuniversity.com, or learn from different schools in NCTTA resources.



Financial Aspects to a Club Team

Costs

“I had a passion playing ‘ping pong’ from coming home every day after high school and playing in my room. When I came to Florida State for college, I searched to see if there was some kind of outlet to scratch my ‘itch’. Fortunately, Willy’s contact information was the first thing I found where I was properly introduced to the world of table tennis and from there NCTTA. Whether our team won or lost we were each other’s second family, playing a sport we shared a love for.”

- *Christian Mard,
Former Florida
State University
President*

There are numerous costs associated with the effective existence of a table tennis club team. Among them are:

- Table Tennis Equipment
- Rec-Sports Participation Fees
- Team Dues
- NCTTA Membership
- Travel Expenses
- Uniforms

Table tennis balls are one of the main expenses that your club will have to pay for on a regular basis. The way that your club integrates new balls into your stockpile, the number of people you have on your team, and the number of matches you play will all affect how many balls you will need and how much money you will need to budget for balls.

Some recreational sports departments charge each member of your sport club a nominal fee to be on the team and be associated with the school’s rec-sports department. This is usually a one-time fee, sometimes annually, sometimes per semester. Some rec-sport department let club president and officers decide whether members have to pay dues and how much it cost. Check with your sport clubs coordinator about the policy. Once you know how many members you will have, you can budget the exact amount. If the rec-sport department does not charge any fees, it may still be a good idea to charge members team dues (\$20-50) per semester. This shows that table tennis is a serious sport and the dues can help the club grow faster for better organization and performance.

Another annual fee that your club will face is NCTTA membership. If your club joins the NCTTA collegiate championship in your division, you are charged a registration fee. In addition to membership, regional tournaments and national tournaments usually have separate entry fees for singles and for teams so plan accordingly.

Travel expenses for away matches are another large cost. Included here are rental vehicles, gas, hotel rooms, and flights (depending where you are in the country for the NCTTA championships). A lot of Uncertainties make this the most difficult category to budget for. The easiest and most effective way to deal with travel expenses is to treat each trip individually. Oftentimes not the entire team travel, so whatever the total costs for one trip is not funded would be split by the people who attend and play. Please see page 27 for a sample budget request sheet.

“Since table tennis is not very popular in our country, the people you meet through the sport tend to be like minded and share the same level of enthusiasm as you do. I’ve greatly enjoyed playing with my teammates at TTU and it gives us an opportunity to turn our attention away from classes and focus on something we love to do. Our team barely started playing in the Fall of 2015 and it was wonderful to have one of our players qualify for nationals in our first year of existence. I’ve also met some of my best friends through collegiate table tennis at the two universities I’ve attended.”

– Zachary McNutt,
Texas Tech University
Vice President

Uniforms are another cost that you and your team will spend. School T-shirts are the least expensive route, but wearing specific athletic apparel is much nicer for playing. Depending on the shirt that you decide on, and if you also get matching shorts, this can be inexpensive or expensive. Make sure to get a feel for what your members want and how much they are willing to pay. There are some different ways that you can turn this expense into a fundraiser too.

Funding

Knowing all of the expenses is nice, but how are you to pay for it all? There are numerous sources of income for your club tennis team. From free money to fundraising, the more avenues that your club pursues, the less expensive it will be for each member of your sport club.

The primary way that your club will be funded is from member dues. These are the out-of-pocket expenses that your club members must pay to be a part of the club. Unfortunately, with the costs associated with travel to tournaments, it is unlikely, though not impossible, to entirely subsidize your team’s costs through free money and fundraising. Again, maximizing these sources of income will keep costs down for everyone! Please see page 18 for possible financial setups for your club.

The first source of income for your club besides out-of-pocket expenses is your recreational sports department. Almost all recreational sports departments budget a reasonable amount of money for sport club’s use. In some schools, this money can be used for anything your club needs. However, some school may require it be used for specific items, such as travel expenses and equipment. Make sure to check with your sport clubs coordinator. Most recreational sports departments will require you to submit a budget proposal to secure funding. This is free money for your sport club, and should be renewable every year! Please see page 30 for a sample budget request form.

Another source of free money can be your student government. Many times, student governments have application processes by which you can obtain either money that they have specifically set aside for sport clubs or any student organization on campus. Hopefully, you have already been in touch with your student government leadership. Ask what you need to do to become eligible for this money. You will most likely have to already be a recognized sport club, but they will have the specifics for you.

NCTTA also provides a small amount of funding every year to teams that advance to nationals without sufficient funding from school. Please check with NCTTA if you club advance to nationals and need extra funding!

“I absolutely love NCTTA and appreciate the playing opportunities given by the organization. My favorite part was meeting and making friends with amazing players from different schools. NCTTA convinced me that team tournaments are the best types of tournaments. I want to give back by helping out with the alumni aspect of NCTTA. My goal is to form a well-connected and long-lasting network of NCTTA alumni and provide various means of support within the career group of table tennis players.”

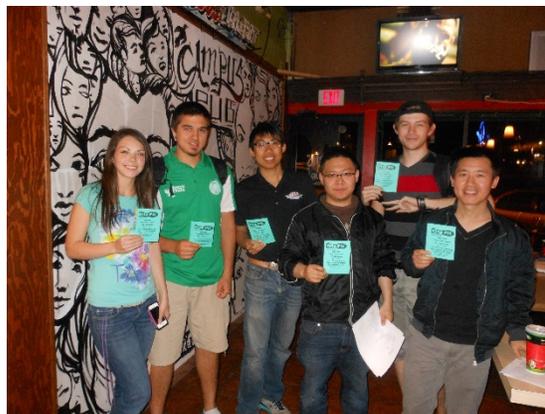
– *Kaylee Ho,
Former
University of
Southern
California
President/
Captain*

Possible Financial Setups for Your Sport Club

There are numerous ways that you can set up your sport club to run financially. The way that you choose to do it will depend on the nature of your club, and this, of course, could change over time. Before discussing the setup, you may need to open a bank account for the club. Ask your sport clubs coordinator for assistance with this as there may be university guidelines for university versus non-university accounts.

As a non-profit organization, you are eligible to waive some fees along your path. Make sure to inquire about these at the bank, when you are making large purchases for your team (e.g., balls, uniforms) or staying in hotels. Make sure to get the other officers’ names on the account so they can write checks and make deposits.

To start the financial setup of your sport club, you will need to have your club members pay a certain amount of money as club dues to run the club. When, how much, and how frequently you collect dues is up to you. You could do it annually, per semester, per month, or per time participating. This will depend on the nature of your club. For example, UNT club collects \$20 dues from about 25 members every semester. A good treasurer plays an important role to keep track of who have and have not paid the dues at the beginning of the semester.



“My first year in UT, I wasn’t good enough to play on the UT team, but I played on our C and B team. I drove our team to regionals and nationals and I really liked what I saw. It inspired me to improve, then I represented UT for 3 years on our A team. Because of NCTTA and college table tennis, table tennis has become a major part of my life. I can’t get away from table tennis. Now I think the majority of my social network is table tennis related.”

- *Cole Ryberg,
UT Austin
Coach, Former
UT Austin
President*

Fundraising

There are numerous ways that you and your club can fundraise to keep your club dues low. If you check with your recreational sports director, they should have a list of possible fundraising ideas that you can try from a simple carwash to seeking donations from students and staff. Some of these may be better than others depending on your members’ connections within the campus and community. Below are several of the most successful fundraising ideas that require minimal time and effort, yet yield the most money for your club.

Sell T-Shirts or Water Bottles. Make T-shirts or water bottles with your school logo (check with university trademark rights before using) and club name on it. Have these for sale on your club’s website, at campus events and table tennis tournaments. Your members’ friends and family will buy them, along with local table tennis community. To generate funds at the beginning of the year, you may even raise the first month’s club dues slightly and give every member a T-shirt or water bottle. This also helps advertise for your club!

Sponsorships. Draft a letter and deliver them to the owners/managers of local businesses in person or through email. If you form a partnership with a business, you can promote them on your website, on the back of your T-shirt, on your water bottles, or on a team banner in your promotional events. Make sure to check with your sport clubs coordinator for acceptable sponsorship businesses. Please see page 36 for a sample letter asking for sponsorship.

Donations. Find alumni, other students, and staff members to help fund your sport club. A nicely drafted letter with an invitation to watch a match or hit with your club would be nice. Members’ roommates, classmates, sport organization, and other players in the community are just a few examples. Be creative in how you ask for the donations and set different levels of donations (under \$25, \$25-\$50, \$50 or more, etc). Mention you will recognize them on your website or other promotional materials. Make sure to form contact lists for people who have graduated from your club, attended your events, or showed interests in joining for communication in the future.

Run a Tournament. You can run a tournament for those players on your campus that are not in your club, but still want to play under that format. This can raise money for your sport club, and will expose your club to other tennis players on your campus. See page 18 for events that some NCTTA schools have run.

There are many more campus fundraising ideas. Check with your sport club coordinator, your student government, and your NCTTA contacts. There are many fundraising opportunities in your college waiting for you! Please see page 20 for NCTTA contact information and ask us for ideas.

Competitions

After your sport club becomes established, you may want to look into joining USATT tournaments, NCTTA division tournaments, or an existing league in your local community.

“I choose to volunteer for NCTTA because I love the game and there are usually no fees attached. I also love the comraderies and team atmosphere of playing on a team. The most important thing for me to organize a table tennis club has been creating structured practice with attendance policies.”

– *Jeff Nguyen,
UT San
Antonio
Coach,
Former UT
Rio Grande
Valley
Coach,
Former UT
Austin
President/
Captain*

USATT Tournaments

USATT operates over 350 tournaments every year, including the annual US Open, the oldest table tennis event in the U.S which attracts more than 600 athletes. All players must either purchase a USATT membership or tournament pass in order to play. Membership information can be found here <http://www.teamusa.org/usa-table-tennis/usatt/join-today>. You can join USATT at the tournament site or you can join when you complete the tournament entry form. Each tournament will also charge their own fees for each event you enter, these fees vary by tournament. There is a discounted annual membership of \$25/\$45 for collegiate players.

USATT has a national rating system and all matches in USATT sanctioned tournaments are rated, although you may be able to find non-rating events in non-sanctioned tournaments. Most events are “rating events”, where players must have a rating under a certain limit to be eligible. For example, in an U1400 event, you must be rated 1399 or below to be eligible. The best players in the country are around 2700. Rating points are gained and lost by winning and losing matches in overall tournament results. You can find more information about USATT Ratings here: <http://www.teamusa.org/USA-Table-Tennis/Ratings/How-Does-the-USATT-Rating-System-work>.

NCTTA Collegiate Championships

There are so many positives to playing in NCTTA tournaments, many of which you will discover along your journey in forming your club team.

One positive aspect is the structure that NCTTA provides. Schedules are made, matches are played, and records are kept. NCTTA has its own rating system (similar to USATT) provides a constant competitive outlet for players who are not USATT members. Your participation in the division tournaments (once in the fall and once in the spring) can lead to qualification in regional championships, which may then lead to qualification in national championships!

The TMS College Table Tennis National Championships is the biggest NCTTA event which occur in March or April every year across the country. It is a three-day event not only for qualified teams and individuals to compete, but also for any table tennis fans to volunteer and watch. You may find previous championships information here: <http://www.nctta.org/champs/2016/>.

The national championships offer you and your team the opportunity to travel to fantastic and fun places and to meet college table tennis players that you normally would never see. Please see page 31 and 32 for a sample travel request and a sample travel roster form. Contact your NCTTA division directors, Executive Board Members or Coaching Committee for more information about joining the membership. Their contact information is listed on page 20 and 21.

Leagues

League play can offer your club team a full schedule of competitions to play against community players. This will greatly decrease the amount of work and time that you invest in planning scheduling events throughout the year, but maximize the time that you can actually play instead! You can find a list of USATT Leagues here: http://www.usatt.net/league/singles/existing_leagues.asp

There may also be other non-USATT leagues organized by community clubs or the parks and recreation programs, so make sure you ask around and talk to the related personnel. You may also want to contact other college in your division to seek out other possibilities for matches, or even contact community college clubs, high school teams, and “ping pong” lovers in local businesses.

Hosting a Tournament

You can host a tournament within you school or event against other schools. Hosting a tournament can serve a few purposes, including, but not limited to, increasing publicity and exposure on and off campus, enhancing teamwork and organization among club members, promoting competitions and improvement in less formal tournaments, raising funds for your club (important!), and networking with others students on campus as well as from other schools. To help with tournament promotion, you can contact Mr. Jon Taylor from USATT to give you email contacts for players in your region.

For examples, UNT organizes an annual tournament for all students on campus to participate and learned about the club; Florida State University (FSU) raises funds for the club by organizing three round robin tournaments every year for school students, staff, and residents to play; Ohlone College organizes a variety of tournaments for oversea (e.g. China, Taiwan, Hong Kong) university alumni and community club teams to participate; UT Austin hosts one or two invitational tournaments for Texas schools to promote school connections and competitiveness in the division (this shows “everything is bigger in Texas” including table tennis: <http://www.nctta.org/content/table-tennis-bigger-texas-butwhy-part-ii>). You can find more details about each school’s tournaments starting from page 39.



Additional Events

“Being a part of a table tennis team is the best thing that has ever happened to me. I have many made friends that I will never lose, as well as, ones that constantly push me to be the best player and best person that I can possibly be. Collegiate table tennis has affected my college life by teaching me discipline and determination. This has helped me to set study goals, which ultimately raise my grades. This makes classes and studying more enjoyable to me. This, in turn, allowed to me to really flourish and grow into who I am today.”

– *Joshua
Bridwell,
University of
North Texas
President*

It is important to note that your new sport club tennis team will offer much more than just table tennis. There are an unlimited fringe benefits to such a club. First, there are leadership opportunities. Your club members run the team, filling board positions like President, Vice-President, Secretary, and Treasurer. These are all fantastic learning opportunities that will lend great experience and look great on resumes upon graduation. It is also a place that can make a large college campus seem small. If your campus is enormous, your club tennis team will offer a smaller community for your members who share the same passion: table tennis (or ping pong, if you will)!

This leads into another aspect: friendship. Your sport club tennis team is a great place to meet new people and make new friends while in college. You get to practice together, play together, socialize together, and will most likely take some of the same classes as some of your teammates.

The sport club tennis team can coordinate social events, too. Events like bowling, miniature golf, paintball, team dinners, professional sporting events, haunted houses, skiing, snowboarding, and anything you can think of. These are all fantastic “extras” that can be organized by your club team. These provide your club with alternative ways to hang out and have a good time besides playing table tennis. Other social events that club members will benefit from include potluck parties that people throw at their houses, meeting for coffee, and studying for exams. These lists are truly endless and are only limited by your imagination.

One last fringe benefit that must not go unmentioned is the opportunity to travel. Whether your club team travels across town to play a tournament, across the state to play NCTTA divisions and regionals, or across the country to compete in the NCTTA National Championship, your members will have opportunities to see parts of the country they have not seen before.

The benefits that come along with being a part of the club tennis team are second to none. In some ways it can be very much like a sorority or fraternity, except that it revolves around the wonderful sport of tennis. Members will find best friends, roommates, study partners, and perhaps even romance within the club!



Who Can I Contact for Help?

NCTTA Executive Board

1. President	Willy Leparulo	president@nctta.org
2. Vice President	Joseph Wells	vicepresident@nctta.org
3. Vice President - External Affairs	Kagin Lee	kagin.lee@nctta.org
4. Treasurer	Randy Kendle	treasurer@nctta.org
5. Athlete Representative	Tae Kim	athlete_rep@nctta.org
6. National League Representative	Chris Wang	leaguerep@nctta.org
7. HR Coordinator	Sam Huang	hr@nctta.org

2016 – 2017 Coaching Committee

1. Alan Chu	University of North Texas	alan.chu@nctta.org
2. Judy Chen	University of Texas – Austin	pinhui92@gmail.com
3. Yongqiang Gao	Ohlone College	ygao_ohlone@yahoo.com
4. Meng-Yu Wang	University of Iowa	mwang4848@gmail.com

NCTTA Coaches List

https://docs.google.com/spreadsheets/d/1m_ytqIh4dWqBocaL5CP94m0a49wHTuiGM5Rb8CjZR6A/pubhtml

USATT Coaching Advisory Committee

Chair: Federico Bassetti (fede@nctta.org); also is the past NCTTA Coaching Committee Chair

Next page lists the contacts of all division directors. You will be able to locate contact information of all NCTTA personnel from the NCTTA website and table tennis clubs or coaches from the USATT website links:

<http://www.nctta.org/officers/>

<http://www.teamusa.org/usa-table-tennis/clubs/find-a-club>

<http://www.teamusa.org/usa-table-tennis/coaching/coaches-list>

Division Directors

South Region

- | | | |
|---------------------------|-----------------|----------------------------|
| 1. Dixie (Co-Directors) | Drew Ogden | dixie@nctta.org |
| 2. Georgia (Co-Directors) | Calvin Lam | georgia@nctta.org |
| | Tuan Pham | georgia@nctta.org |
| 3. Northern Florida | Joseph Brown | northern.florida@nctta.org |
| 4. South Florida | Carlos Zeller | south.florida@nctta.org |
| 5. Texas | Jasna Rather | texas@nctta.org |
| 6. South Texas | Daniel Reynolds | south.texas@nctta.org |

Great Lakes Region

- | | | |
|-------------------------------|----------------|-----------------------------|
| 7. Canada East (Co-Directors) | Yang Jiang | canada.east@nctta.org |
| | Michael Nguyen | canada.east@nctta.org |
| 8. Greater Toronto | Keith Lam | greater.toronto@nctta.org |
| 9. Michigan | Tim Rowley | michigan@nctta.org |
| 10. Ohio East | John Drsek | ohio.west@nctta.org |
| 11. Ohio West | John Drsek | ohio.west@nctta.org |
| 12. Upstate New York Central | Ariel Chen | upstateny.central@nctta.org |
| 13. Upstate New York West | Ariel Chen | upstateny.central@nctta.org |

Midwest Region

- | | | |
|--------------------|----------------|--------------------------|
| 14. Central Plains | John Potochnik | central.plains@nctta.org |
| 15. Minnesota | Brenda Nguyen | minnesota@nctta.org |
| 16. Lower Midwest | Kamal Maharjan | lower.midwest@nctta.org |
| 17. Upper Midwest | Arcot Naresh | upper.midwest@nctta.org |

Northeast Region

- | | | |
|----------------------------|----------------|----------------------------|
| 18. Lower New England | S. Roy | lower.newengland@nctta.org |
| 19. Upper New England | John Kerpan | upper.newengland@nctta.org |
| 20. New Jersey | Bawlou Tanious | new.jersey@nctta.org |
| 21. New York City Downtown | Rahul Acharya | downtown_nyc@nctta.org |
| 22. New York City Uptown | Yufan Lin | uptown_nyc@nctta.org |

Mid-Atlantic Region

- | | | |
|----------------------------|-------------------|------------------------|
| 23. Carolina | Spencer Ip | carolina@nctta.org |
| 24. Pennsylvania | Dr. Asif ud-Doula | pennsylvania@nctta.org |
| 25. DC (Northern Virginia) | Daniel Gardner | dc@nctta.org |
| 26. Virginia | Jeff Zou | virginia@nctta.org |

West Region

- | | | |
|-------------------------|---------------|---------------------|
| 27. Southern California | Adam Bobrow | socal@nctta.org |
| 28. Northern California | Mark Wei | norcal@nctta.org |
| 29. Northwest | Arthur Chan | northwest@nctta.org |
| 30. Rocky Mountain East | Kyle Angeles | rm.east@nctta.org |
| 31. Rocky Mountain West | Thomas Nguyen | rm.west@nctta.org |

Sample Forms

Below are several sample forms for various purposes. You may need to familiarize yourself with them because you will be filling out many similar forms. Your rec-sports department will likely have slightly different forms, but the basic information is the same. If your college's rec-sports department does not have some of these forms, the attached copies may help you with some of your paperwork.

Sport Club Application Form (page 24): This form must be filled out by clubs each year in order to request funding or recognition as an official student organization.

Constitution Guidelines (page 25): These guidelines are crucial to the setup of your club. If you establish a strong constitution, you will have a strong club. Proper thought should be put into your constitution now to avoid problems in the future.

Constitution (page 26): This is a basic constitution based on the constitution guidelines. Use this as the skeleton for your constitution.

Budget Request (page 27–28): This form is normally filled out every year. It accomplishes two things. First, it helps you budget for your club. Second, it keeps your rec-sports department up to date with your club's financial situation and gives them an accurate monetary figure with which to work.

Uniform Issue Contract (page 29): If you decide to have your rec-sports department purchase nice high-tech uniforms for your club, you may have to fill out a similar form to use them for your season. If the members of your club decide to purchase uniforms/T-shirts themselves, then you will not have to worry about this.

Participation Release/Roster Form (page 30): This form communicates to your rec-sports department who is participating on your table tennis club and releases the college and sport club from personal liability resulting from participation. It can also be very useful to you for contact information for your club members.

Travel Request (page 31): This form is to be filled out each time you travel, whether you need to rent vehicles from your university or take your own. Make sure to fill this out for each time you travel, and turn it in as early as possible which usually means two to three weeks in advance!

Travel Roster (page 32). This form is to be filled out with all of the members' names who will travel for a trip.

Sport Club Coach Information Form (page 33–34): This form must be completed by prospective coaches. This allows rec-sports to verify skills and previous experience in coaching or instructing activity, as well as allows Human Resources to perform a background check. This is a requirement to be a coach.

Annual Semester Report (page 35): This report is to be filled out at the end of each year and updates your rec-sports department on the status of your club and highlights your accomplishments.

Sponsorship Letter (page 36): This letter, though drafted for a club soccer team, can introduce your club tennis team to the business world. Use it as the skeleton to tailor a letter that's right for your club and the businesses that you are trying to target.

Sport Club Application Form

Please complete and submit to Assistant Director of Sport Clubs

Name of Club:	
Student Leader:	Phone:
E-mail Address:	
Alternate Leader:	Phone:
E-mail Address:	

Faculty/Staff Advisor:	E-mail:
Department:	Phone:

Do you give Rec Sports permission to use your name, number & e-mail address for advertising purposes? _____ Yes _____ No

Please list any previous experience(s) with this club and/or the sport club program in general either at this university or another.

League Information:

League Name:	
Contact Name:	Contact Phone Number:
Contact Email:	Website:

Club Information:

Sport Club Facebook _____

Sport Club Twitter _____

Sport Club Website _____

Off Campus Facility Information:

Name of Facility:	
Contact Name:	Contact Phone:
Address:	
Practice Days:	Practice Times:
Website:	

Constitution Guidelines

In accordance with the Club Sport Program policies, each club sport is required to submit a copy of its constitution or by-laws. Copies of these documents will be kept in the Club Sport office and will be accessible to the University Community upon request. Below you will find a suggested outline for club sport constitutions, indicating the minimum information required in such a document.

- Article I Name of Club

- Article II Purpose of Club

- Article III Membership
 - A. Must include a clause of non-discrimination except insofar as a club must comply with league membership requirements
 - B. States requirements and size limitations if any

- Article IV Officers
 - A. Types of officers
 - B. When and how officers are elected
 - C. Duties and responsibilities of officers
 - D. Filling of vacancies
 - E. Removal of officers

- Article V Committees

- Article VI Meetings
 - A. Frequency and purpose of meetings
 - B. Minimum attendance requirements – Quorum
 - C. Selection of competitive team (when applicable)

- Article VII Dues
 - A. Fees per term/year

- Article VIII Amendments
 - A. Manner in which by-laws can be amended in the future

Constitution Sample

- Article I University of _____ Table Tennis Club
- Article II The University Table Tennis Club Team looks to provide recreational and competitive tennis activity for students at the University. Competition will take place within the club and also with other university club teams or NCAA Division II or III schools.
- Article III The University Table Tennis Club Team is open to all University students regardless of age, sex, religious beliefs, race, or sexual preference.
- Article IV
- A. Officers will consist of a president, vice-president, secretary, and treasurer. New officers will be elected by the previous year's executive board using a majority vote. The officers will perform duties as outlined in the Rec Sports manual.
 - B. If a position is vacated, a new officer will be selected by the remaining officers.
 - C. Officers can be removed by a unanimous vote of the executive board excluding the officer in question.
- Article V Committees are optional depending on the preference of the team and officers. Possibilities include, but are not limited to, fund-raising, transportation, and lodging.
- Article VI Meetings will be called as necessary and will be used to provide information to prospective members, and coordinate future activities among members. A minimum attendance of greater than 50% will only be necessary when voting will take place. Officers will make selection of a competitive team by a majority vote using criteria of availability, ability, and effort.
- Article VII Dues will be charged at an equal proportion among the participants for individual activities.
- Article VIII Amendments may be suggested by officers and members and will be ratified by a 75% vote among the executive board.

Sport Club Budget Request

Budget requests are usually due at the beginning of the semester

Club Sport: _____ Date: _____

Prepared by: _____ Phone: _____

PLEASE PRINT

Address: _____

Email: _____

I. Game Supplies and Equipment

Item	Unit Cost	Quantity	Quantity Cost
Total Game Supplies and Equipment			

II. Travel

Estimate travel expenses for scheduled games or meets (exclude meals and lodging), and list each trip individually.

Date	Destination	Van Rental
Total Travel Expenses		

III. OFFICIAL COSTS

Date	Opponent	Cost per Official	# Needed	Game Cost
Total Official Costs				

IV. CONFERENCE OR LEAGUE FEES

Organization	Address	Annual Dues

V. COMPETITION ENTRY FEE

Host	Type	Team Entry Fee	Cost
Total Entry Fees			

VI. GENERAL EXPENSES

Items	Cost

SUMMARY OF BUDGET REQUEST

Games, Supplies, and Equipment _____
 Travel Expenses _____
 Official Costs _____
 Entry Fees _____
 General Expenses _____
 Total Budget Request _____

Travel Roster

List those club members and coaches going on the trip (designate drivers with an asterisk next to person's name). Only those individuals who are listed on the CLUB MEMBERSHIP ROSTER and who have a completed **PARTICIPATION RELEASE FORM** on file in the Club Sport office are eligible for the trip. **THIS APPLICATION WILL NOT BE APPROVED WITHOUT A COMPLETE LIST.**

1.	13.	25.
2.	14.	26.
3.	15.	27.
4.	16.	28.
5.	17.	29.
6.	18.	30.
7.	19.	31.
8.	20.	32.
9.	21.	33.
10.	22.	34.
11.	23.	35.
12.	24.	36.

The Coach's Role and Responsibilities

1. The coach must be aware of and follow all University and department procedures relative to the Sport Club program.
2. The coach should restrict his/her contributions to coaching and should refrain from activities involved in the club's management. A sport club is first and foremost a student organization and, as such, the student representative (not the coach) must serve as the liaison between the club and the Sport Club Staff. The philosophy and key to the success of the Sport Club program has been the continued emphasis placed on student leadership and participation.
4. Participation in the Sport Club Program is completely voluntary, therefore monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach.
5. Coaches must help ensure good sportsmanship at all times.
6. Coaches will refrain from making decisions about the club without the input from the club and the advice of the Assistant Director of Sport Clubs. This includes any correspondence with leagues, other universities, and other departments at the University of _____. If the coach is aware of any decisions that are made without the consent of the Recreational Sports, this information will be brought to our attention immediately.
7. The Sport Club Staff has the right and obligation to protect the club, and if, in the staff's opinion, the coach is not working in the best interests of the club, the coach will be relieved of his/her coaching duties.
8. Coaches must be recommended by club members and must renew their coach's information form each academic year. Continuation of coaching duties is not automatic.
9. It is recommended that all coaches purchase medical and liability insurance.
10. The coach/instructor is not an employee of the University of _____ or of Recreational Sports.

The information provided is correct to the best of my knowledge. I understand that providing false or misleading information may result in my immediate termination as a coach and disciplinary action by the University. I further understand that, if approved, I will be coaching on a volunteer basis at the discretion of the University and may perform duties only within the scope of my volunteer position. I have read and understand the "Coach's Role and Responsibilities" found in the University of _____ Sport Club Manual and agree to abide by the rules as listed. I understand that any infraction of the policies and procedures of the University or Recreational Sports subjects me to dismissal as coach of the club. I also understand that Recreational Sports does not carry liability insurance or insurance for travel or accidental injury. I hereby release the University of _____, its Board of Regents, its employees and agents from any and all liability based on my participation as a volunteer coach.

Signature: _____

Date: _____

Recommended by: _____

(Student Representative's Signature)

Club Event Planning Guide

This guide is designed especially for your event to assist you in hosting a successful event. All practices and events must be approved prior to planning.

Prior to Approval of Activity

Date Submitted: _____

Itinerary & Facility Usage		
Date Required	Date Complete	Item
		Schedule meeting with Assistant Director.
		Complete and submit Event Request Form to Assistant Director. For large events, the event request form should be submitted three months prior to event date.
		Complete Itinerary and a Facility Request Form including any equipment required. (Allow for set-up and take down time).

Financial		
Date Required	Date Completed	Item
		Complete Budget Form. (List all anticipated income and expenditures. Possible income would include: entry fees, concessions, etc. Possible expenditures would include: awards, equipment, officials, licenses, facility rental, equipment rental, etc.)

Risk Management		
Date Required	Date Completed	Item
		Meet with Assistant Director to establish a Risk Management Plan for activity. An additional meeting with Risk Management Office and/or UNT Police may be required. The Assistant Director will arrange this meeting if necessary. Be prepared to answer the following questions?
		EMT or other health care professionals may be needed? If so, how will they be paid? Include cost on Budget Form. Meet with health care professionals to discuss emergency action plan which has been provided for the facility in use.
		A meeting with Assistant Director for Facilities and Open Recreation to discuss issues concerning the activity will be scheduled with the Student Leader and Assistant Director for Sport Clubs.
		Are any permits or licences required? Assistant Director will request approval for permits. Any type of contract requires University legal counsel signatures.
		Assistant Director will contact any agencies such as campus police, hospital, county sheriff, etc.
		Custodial staff may be needed? If so, how will they be paid? Include cost on Budget Form.

After Approval

Financial		
Date Require	Date Completed	Item
		Submit any purchase requests for awards, licenses, equipment, etc.
		Have appropriate paperwork available for payment of officials to complete.
		Discuss how entry fees will be accepted? On site or prior to event?

Publicity		
Date Required	Date Completed	Item
		All advertising, invitations, etc. must be approved by Assistant Director prior to printing.
		Send invitations to possible participants. Should be mailed from Recreational Sports Office. Have all entry fees sent to Recreational Sports Office if collected prior to event.
		Add event to Campus Calendar.
		Make fliers and after receiving approval from Assistant Director, distribute across campus.
		Recreational Sports will send press release to campus and DRC regarding activity.
		Will any other type of advertising be necessary?
		Send results to campus and DRC paper.

Risk Management		
Date Require	Date Completed	Item
		Will participants be required to complete waiver forms other than UNT Sport Club waiver?
		Have accident report forms on site.
		Have first aid supplies on site.
		Complete facility safety checklist prior to activity.

Evaluation		
Date Required	Date Completed	Item
		Complete evaluation of the activity and submit to Assistant Director.
		Complete activity cash flow statement.
		Staff evaluation of event.

Sponsorship Letter Sample

To whom it may concern,

On behalf of the University of _____ Table Tennis Team, I am writing to request your sponsorship for the 2016–2017 season. We are a highly competitive sport club at the University of _____ with over _____ student athletes; however, our largest obstacle is that we lack any significant funding from the university. Throughout the course of a season, some of the numerous expenses that we incur include coaching, uniforms, traveling, and referees. These are all essential to our team, sport, and competition level. Almost all of our expenses are currently funded by out-of-pocket player dues, which are paid at the beginning of the season by each team member. The team is comprised entirely of students from the University of _____ who are attending school first and foremost to further their education. With majors ranging from Engineering and Biology to Psychology and English, the one thread that we all share in common is a passion for table tennis.

The University of _____ Table Tennis Team was established in _____, and has slowly risen to become one of the dominant powers in the country. In the 2016–2017 season, our coach and all of our key players will be returning. Our goal for 2017 is very clear: qualify for and do our best at the National Championship!

Some sponsorship opportunities for your company would include:

- 1) Team program
- 2) Regular team shirts
- 3) Nationals team shirts
- 4) Team banner
- 5) Team jerseys

As you can see, there are a wide variety of options that we can pursue together. We are also open to and encourage any ideas that you may have. It is important to note that there are certain elevated benefits to each of these proposed options. For example, a partnership involving a team banner that is set up for all matches and practices would gain exposure to over 1,000 people per day, up to five days per week, who visit the recreation center or other campus events. I must mention that an investment in our team also returns recognition through our website and Facebook page that many people follow.

The success of our team relies on sponsors like you to help us realize our goal of competing in the National Championship. We are excited about the opportunity of establishing a relationship with your company in an effort to achieve our goals together. Please contact me with any questions or ideas that you might have regarding a partnership with the contact information provided below. I look forward to speaking with you in person about our exciting future!

Sincerely,

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

College Table Tennis Club Models

In this section, you can find information about how sport club teams are run in different colleges. They are all good models to follow depending on the needs and resources of your club. Thanks to coaches UT Austin, Ohlong College, FSU, and University of Iowa for sharing their wisdom with us. Please feel free to contact (page 20) them for further details.

UT Austin (Judy Chen)

Club Officers

- While I was co-president for UT, we had an assortment of officer aside from president and vice-presidents. These include treasurer, secretary, event coordinator, fundraising chairs, and historians.
- Technically our officer positions were divided as such:
 - President/Co-president
 - In charge of administrative duties & communicating with higher-up personnel
 - This includes our RecSport Office & NCTTA Divisional Director (Jasna)
 - Handle finances
 - T-shirt purchases, hotel rental, car rental, NCTTA payments, membership fee
 - Vice President
 - This has now developed to have 2 VPs, one of which should become the president the next year
 - Handle most traveling related activities
 - Prepare travel itinerary for NCTTA tournaments trips and other tournament trips
 - Handle eligibility forms and rosters for NCTTA tournaments
 - Complete travel request for UT RecSports
 - Weekly practice reminder at ATTC (Austin Table Tennis Club)
 - Fundraising Chair/Recruitment Officer
 - Organize events for fundraising
 - Set up tabling during various times throughout the school year for member recruitment
 - Treasurer:
 - We use to have treasure who just handle the team's finances, but mostly the president ends up doing it in the end

- Event Coordinator:
 - This too has fell on the way-side; the president and VP have mostly taken over this chair
 - Organize social events for the club
 - Start of school year party
 - End of the year party
 - Inter-school or intra-school tournaments

Hosting Tournaments

- Inter-university Friendly Tournament
 1. Start by gathering interest within our members and communicate with presidents/coach of other Texas schools about their interest
 - i. We advertised a lot to our members - I find that speaking to each player individually really helps to increase attendance in these events rather than only making a post
 2. Location: ATTC (our local table tennis club)
 - i. For the first year, they allowed us to use the venue for free as a way for them to support us. As a result, we were able to establish the tournament for free for our members as well as for other school's players
 - ii. The second year we host this, ATTC charged us \$150 or more for the venue for a limited amount of time. This is largely due to concerns within the ATTC Board of directors as well as ATTC members, I will not go into details as it is irrelevant
 1. The first-time the charge was a surprise, therefore we still did not charge any fee for the tournament; this did, however, cost our club
 2. The second time, we charged each university a small fee (since I was no longer in charge, I don't know the details)
 3. Establishing the tournament format: we chose to do the Olympic Team format simply because it is interesting and included both doubles and singles.
 - i. This was also established after communicating with other sports club's presidents
 - ii. We divided the tournament into 3 different level (A, B, and C) based on skill/rating levels



1. This is to ensure that everyone can play competitively against others who are around their same skill level. This way, the lower level players still have a chance to get first place
4. Referee: we were lucky enough to have Scott Ryan to help us run the tournament for the first 2 times when we hosted it. He was more familiar with the rules and provided me with the copies of score sheets for use on tournament day.
 - i. The second time, it was also beneficial to him since he was training umpires/referee at the same time and they were able to practice on our members
5. Date/Time of Tournament & Turning in roster: the key to everything is communication
 - i. As Alan knows, we created the facebook group of TX TT presidents, this really helps with communication and allow us to update information as well as remind them about deadlines
6. Roster: Via Google drive/invite/excel sheet
 - i. I send each president a questionnaire for them to fill out the number of teams they are bringing
 - ii. Get an estimate of the number of people who are coming/interested about 1 month in advance
 - iii. Set a deadline for submission roughly 1 week before the tournament
7. Lodging: We set up incentives/beg our members to host member from other schools
 - i. Since we are all students, we tend to have small apartments & roommates, which makes it more difficult to house other students, but we try our best
 - ii. We do encourage hotels if that is something the other schools can afford (UTD usually get 2 rooms of hotels for their members)
8. Challenge: the biggest challenge we had was with the venue. As with most tournaments, it is very difficult to keep all the matches on schedules. Sometimes the tournaments would run long and the ATTC members/board may be upset because we did not leave the venue on time.
 - i. So far we have not been able to resolve this issue because longer time would equate to increase costs and the key to this tournament is to minimize costs so that the students can participate in a friendly exchange of skills

Sponsorship

- We are sponsored by our school's sports club, who gives us a sum of money at the beginning of the school year

- Process: In our school, if you are approved as a sports club, you are automatically accepted to be "sponsored" by RecSports. They started a tier system about 2 years ago as a new initiative after they changed the sports director, but I am unsure as to how far along the tier system has developed.
- We usually get about \$1000 each year which is not nearly enough to cover for the school year
- We make a presentation to them at the end of each school year to urge for money but it doesn't make too much of a difference
- Since we are sponsored by our own school's sports club, we are not sure if we are allowed to be sponsored by other organizations (this is unique to UT, they got a crap ton of rules)
- We have never written a sponsorship letter
 - We did attempt a newsletter for alumni players (those who are working now) --> they are usually willing to help out by donating some money because they understand how poor the college TT are
 - From this we were able to make roughly \$100 - \$250
 - In the newsletter we highlight what we have done this year, introduce some of our members, and then asked them to support us for our nationals trip!
- Honestly, the main source of our funding comes from leftovers money from previous years, membership dues, and fundraising initiatives throughout the school year
 - Host various fundraising events at ATTC
 - Since they are also table tennis players, they are more willing to support us
 - We were able to get more than \$500 from fundraising 2 years ago



Club Officers

- Our club officers are appointed in the first semester by the president and myself as an advisor and a coach. This is very normal for a newly-established club at Ohlone. There will be an election in the second week of next semester. There must be five positions in a club required by school: the president, vice-president, secretary, treasurer, and club representative who will attend a club meeting each week. Described by the administration, for a club by-law, the responsibilities of our officer positions are as follows:
 - President/Vice-president
 - Organize weekly club activities and administrative duties; recruit club members; plan and lead practice and training; communicate with the school authorities and personnel; propose and manage fundraising events
 - Vice-president will perform all of above if the president is not available
 - Secretary
 - Help president complete the paperwork, on-going practice and training plan, make announcements; keep records and filling
 - Register for events and tournaments, reserve hotel and transportation
 - Treasurer
 - Take care of accounting and bookkeeping, manage reimbursement, prepare semester report of the finance
 - Manage bank account transactions and record keeping
 - Club representative
 - Connect the club with upper-level authorities and personnel
 - Attend weekly club representative meeting (A club will be deactivated if missed three meeting per semester)
 - Help the president in recruitment and publicity



Hosting Tournaments

We have organized and managed many tournaments outside of our club since it was established last fall. We consider hosting such tournaments for practice, skill improvement, and fundraising opportunities.

- Zijing Cup Tournament

1. It has been an annual event for oversea university alumni from China, Taiwan, Hong Kong, and other regions since 2011
2. There were over 32 teams and about 300 players registered for the event this year
3. The event includes two days: The first day is for preliminary matches and the second day is for advanced matches
 - i. Preliminary matches: Teams, except the top 8 from last year, are divided into 8 groups by drawing. After the round robin, top 2 teams in each group are matched in a crossover fashion with another group (e.g. Group A1 plays against H2). The 8 winners will then advance to the second-day event. Each team match includes 9 matches: 2 doubles, 1 mixed doubles, 1 female singles, and 4 singles. All doubles are played to the best of 3 and singles are played to the best of 5. The team who first win 5 of the 9 matches is the winner, and the rest of the matches will stop to save time.
 - ii. Advanced elimination matches: The top 8 teams from last year are seeded and matched with the 8 teams advanced from the preliminary matches. The winners will be play the quarterfinals, the semifinals, and then the finals, in turn. The rules are the same as in preliminary matches.
4. Fundraising: We charge \$50 for each team and have local sponsors to donate about \$2000 to \$3000 for their ads. We have some profits over purchases for the match balls and trophies.
5. Challenge: the biggest challenge we had was with the venue. As with most tournaments, it is very difficult to keep all matches on schedule. Sometimes the tournaments would run longer than expected, and the owner may be upset because we did not leave the venue on time

- Oriental Pearl Cup Tournament

1. It is the similar to Zijing Cup Tournament, except that it's one-day event. The format of matches is 3 doubles and 4 singles (at least one female for singles)
2. Challenge: It is hard to complete all matches on time since it has only one day competition from 8:30am to 10:00pm
3. Referees: Referees are only for matches in the semifinals and finals. They are all volunteers from the third-party teams



- We are planning to host our own tournament to invite local club teams for fundraising and skill-improvement the next year

Sponsorship

- As table tennis is not sanctioned in community colleges across California or in NCCAA, our school hasn't fund us so far. We receive about \$300 per year after a lot of paperwork and school approval. After we won the third place in Coed team and champion in women's singles in NCTTA the past year, school authority only offered us a congratulation message with saying "have fun guys!"
- We do our own fundraising by asking local companies, including friends who play table tennis, the parents whose kids are coached by our players, and alumni who love table tennis, to make donations to us. Again, we plan to host our own tournament for fundraising.



FSU (Willy Leparulo)

Club Officers

FSU TT club has a constitution where the list of officers are located. The constitution claims that there is an election but no such election ever takes place actually. No one wants to be an officer b/c of the extra work that is involved in the club, but because of my connection with many of these players (getting coached) and becoming better players I ask them to be officers and they do. We have always had enough officers and I think it has always been a personal favor of them to me and me to them kind of thing.

Officer positions: President, VP, Treasurer, Safety officer (Sport club mandated position)

To retain officers is difficult, but the ones who remain active in learning to get better stay with the club to give back, also they get an automatic recommendation from me and since I also work at the university (College of Engineering).

Hosting Tournaments

FSU sport club requires each club to fundraise 75 percent of their allocation, FSU gets 2000 each year, we have to fundraise 1500 dollars or be kicked out of campus. I run a double round robin tournament 3 times a year and make 1000 dollars each time for them.

- a. Club officers request space from facility, day and time
- b. Club officers get forms from sport club to bring food in the building
- c. I do the rest, purchase the trophies, buy the pizza and organize the volunteers and send out notice to anyone that wants to attend

College students, staff, faculty, city residents, Florida residents, whomever that pays signs up and plays can play. Cost is 20 dollars per person, max is 50 we always sell out and we provide a time for alumni to donate and for some reason people always donate. I have taught 10 NCTTA clubs how to run a double round robin tournament the same way I do it, this is the easiest and most fun way to raise money free and clear.



Sponsorship

I used to go to local businesses to get sponsorship for our fundraiser tournament, but generally they give kind donation that doesn't help offset any costs. In the end of the day, if you run a good tournament you really don't need sponsors, but certain it could help. One year I had a wealthy father of one of the sons (who had improved greatly in TT) give 5k to FSU TT. FSU TT at my direction travels 10 to 15 times per year mostly in Florida, but sometimes in other states too. Between the training and the exposure to other styles and players, these kids will be well rounded and have the chance (if they stick with it) to get good in TT. A slogan Shelly and I say, "we are given a bunch of 800 rated freshmen and by the time they are seniors we turn them into 1800's if they stick with us" which I think is respectable. For whatever reason we hardly ever get anyone who has played somewhere before. All of our team is homegrown. _____

University of Iowa (Meng-Yu Wang)

Club Officers

At University of Iowa, we have the following positions

- Coach
- Treasurer
- President

Hosting Tournaments

We have to talk to our sports club coordinator (Laurel Hanna) to reserve a space/time to run our tournament. We got the space for free since we are a sports club at University of Iowa. It was pretty simple after that. The players who play can pay at the Field House's front desk or pay directly to me. I can then forward the funds to the club via cash/credit card at the front desk. When we had to move extra equipment (barriers/tables) to the venue, we had to get the staff to disarm the emergency exit door from the gym courts so we can enter from outside (easier access). It's also nice to double check if we have the space reserved. I made a call two weeks prior to the tournament and Laurel told me someone else also reserved that court on top of us, so she had to make some calls to resolve that - so keep that in mind. You will find that all sorts of problems will arise, and there is always a solution (sometimes need to be creative).

I also had to buy trophies/medals and also advertise the tournament. Since we did a USATT tournament, we had free advertisement from USATT and I sent on mass emails to 1000+ players on my email list via a email tool called MailChimp. You can get a list of emails from USATT for a very cheap price (ask Jon Taylor from USATT for details). There were many other contacts on the email list I had from previous tournaments I hosted that they have attended (since I host tournaments myself).

Sponsorship

This is definitely an area we need to work on. Basically, we need to list out the benefits the sponsor would get in our letter - plain and simple. They need to benefit from sponsoring us. We could have different levels of sponsorships obviously.

