



# NEW CLUB START UP KIT

Provided by:  
NATIONAL ASSOCIATION OF  
INTERCOLLEGIATE GYMNASTICS CLUBS







We are so excited you have decided to start your own college club gymnastics group and hope you find the following document helpful in creating your new club. We are happy you found the NAIGC and you are welcome to reach out to us at any time at [info@naigc.org](mailto:info@naigc.org) if you have questions or need assistance with your club.

# Table Of Contents

## **Getting Started**

## **Registering with the NAIGC**

## **Running your club**

*Member Recruitment & Retention*

*Practices*

*Competitions*

## **Sustaining your club**

*Communication*

*Team Bonding*

*Fundraising*

## **Appendix of Resources**



# GETTING STARTED

---

Congratulations on deciding to start your own college gymnastics club! To get you started, we have put together a checklist of what you'll need to help kick things off. As each school and university is different, it is a good idea to first reach out to your school's club or recreations sports department to learn about any requirements/mandatory items that may not be listed here.

- Members
- Club officers – President, Vice President and treasurer are good basic positions which help organize and run the club.
- Representation in your school's "Club Sports Council"
- Practice space – can be the same as your school's Varsity team, other on-campus practice space, or an off-campus local club (USAG, YMCA, AAU, etc.)
- School approved Charter/Constitution/Bylaws
- Insurance (if not covered by your school's policy) – options include AAU and USAIGC.
- Coach and/or Supervisor – not required by the NAIGC but may be required by your school. It never hurts to have one if available.
- Money – School fees/dues, league fees (NAIGC individual membership fee, club fee), workout facility fee (if necessary), competition fees, uniforms, and team apparel such as tshirts, sweatshirts, pants, warm ups, etc. Make a budget to help new members understand required and optional costs. Some schools may provide funding to club sports, so be sure to discuss this with your club/recreational sports department.



# REGISTERING WITH THE NAIGC

---

Once your club has been created and recognized by your school/university, you should register your club with the NAIGC. By doing so, you will be able to connect with other schools in the area for competitions as well as attend official NAIGC events such as the Flip Fest Retreat, Chicago Beach meet, and NAIGC Nationals.

First, you will need to create your club profile. To do so, please email [info@naigc.org](mailto:info@naigc.org) with the following information:

- Does your university know that you are starting a club? (If you have run into roadblocks with this, let us know and we will try to help.)
- Will your club be for men, women or both?
- Do you have a club website or email address that we can add to the club listing?

Next, create a personal profile on the NAIGC website (under My NAIGC) that is affiliated with your university. Let us know once you have completed your profile so that we can add you as a contact for your club. Everyone else on your club should also create a profile on the NAIGC website and affiliate themselves with the club.

Finally, you and your officers should join the NAIGC Discussion and Announcement email lists. The discussion list is where many clubs announce their meets and network with each other. The Announcement list is how the NAIGC Board of Directors communicates official organization information, such as rule changes, information about NAIGC sponsored events, and Nationals information to NAIGC members. You can encourage your other members to join the lists as well to stay informed.



# RUNNING YOUR CLUB

---

## RECRUITING AND RETENTION

Your members are the most important part of your club! Recruiting new members can be a fun, team-building experience. When starting out, some easy ways to find new potential members include:

- Hosting a table at your school's club sports/student organization information event. Early in the school year, most schools will have a club sports festival where each sport is invited to have a table or booth and share information with students. Make sure to have a sign up sheet to collect names and email addresses for those interested in more information.
- Holding an informational meeting. Pick a well known or easy to find spot on campus to hold a meeting where people interested in joining can come and learn more about the club and ask questions. Use sidewalk chalk to write on campus sidewalks advertising the meeting place and time (if allowed by the university), put up flyers around campus and in dorms/buildings where allowed, and tell all of your friends! Make sure you also email anyone who came to your table at the club sports event or reached out previously so they are aware of the meeting. Talk about practices, potential competitions and general club information to get people interested in joining.
- Do a group demonstration! If you already have a small group of people interested, pick a popular campus spot and spend a few hours doing handstands and basic skills to peak other students' interest.
- Search on Facebook for other students who list an interest in gymnastics and invite them to join the club.



## **PRACTICES**

Some schools have on campus gymnastics facilities which may be available for your use. If your school does not have any campus facilities, you will need to find a local gym near your school which you can use for practices. Research local USAG and YMCA programs to see what it is in your area and set a time to talk with the owner(s)/program director. Most clubs practice in the evenings 3-4 times per week. The gym may require the team/members to pay a fee each quarter/semester/year to use the facility, or they might allow you to work out if you do certain things for them (such as clean the gym once a month or help coach recreational classes).

Once your schedule is set and you begin to practice, it is a good idea to have club members sign in at the beginning of each practice session. Some schools may require this for tracking and planning purposes. It is also helpful to know how many people regularly attend and may be interested in competing.

Have fun! Hold routine practicing nights before meets to practice full routines on each event. You could even wear competition leos to get in the spirit! You can also have themed practices to mix things up and build camaraderie between team members - ideas include ugly/retro leo night, costume night (always fun around Halloween), wear the same color night, etc.

## **COMPETITIONS**

Competing: Preparing (Intro to Competing Gymnastics\* - great for members who are totally new to competing gymnastics), registering, and travel (for both local meets and Nationals (NAIGC Nationals 101\* - a helpful checklist for everyone, but especially clubs that have never been to Nationals before))

Team bonding fun: Team dinners and outings, apparel, school events, team cheer



# SUSTAINING YOUR CLUB

---

## COMMUNICATION

Stay in constant communication with your members and your school's club sports organization. Share information about club happenings, events, upcoming meet information, etc. Many clubs find a group Facebook page to be an effective source of communication.

## TEAM BONDING

Build and develop comraderie and friendship through team activities. Plan a variety of events throughout the year where your club members can get together outside of practice and get to know one another. Some activities you could plan include hosting team meals (either at a restaurant, picnic in the park or at a member's house), slumber parties, designing team apparel and team outings such as outdoor activities or other campus group events.

## FUNDRAISING

Fundraising is an important part of every club. Fundraising helps your members pay less out of their own pocket for expenses like travel to meets, competition uniforms and team apparel. All schools are different in the amount of money they provide for club sports; some clubs do not receive any funding from their school while others are fully funded and members only have to pay minimal amounts out of their own pocket. Talk to your school's club/rec sports department and see what kind of assistance your new club can receive. Possible fundraising events include:

- Cartwheel-a-thon
- Flip for a buck/ Flip for Tips
- Car wash
- Work the concession stand at other school sporting events, such as soccer, football and basketball games
- Solicit local sponsorships from restaurants, sports stores, banks, etc.
- Host a dine-to-donate restaurant benefit night
- Solicit alumni donations





# APPENDIX

---

The NAIGC has developed many resources to help our member clubs. All of the items below can be found on our website ([www.naigc.net](http://www.naigc.net)). If you are having trouble finding any information or have questions, you can always reach out to us via email at [info@naigc.org](mailto:info@naigc.org).

- Frequently Asked Questions about the organization, membership and competitions
- NAIGC competitive rules for Men's and Women's artistic gymnastics
- Toolkit to host your own meet, including scoring software
- Checklist and FAQ for NAIGC Nationals
- NAIGC merchandise – show you NAIGC pride “for the love of the sport”
- NAIGC communication and community – Join the email lists, follow us on Instagram ([@naigcgymnastics](https://www.instagram.com/naigcgymnastics)) and like our Facebook page





