A Comprehensive Guide to

Starting and Sustaining

A High School Table Tennis Club

Courtesy USA Table Tennis
www.usatt.org
High School Club Toolkit
At a Glance

Getting Your Club Started

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Getting Your Club Started

Identify a core group of students who are interested in being part of the table tennis club. A minimum of 5 - 8 students is a good starting point. Once you have done that, find out who is in charge of clubs and activities. It is usually the Vice Principal, in most high schools. Set up a meeting with the club in charge to pitch the idea about the club. You need to find out if the school has equipment including tables, paddles, and balls. If not, you will need to request budget from the Student Council and/or do some fundraising. See the section on Equipment Purchase for help, if you need to buy it. Once you have a verbal approval, there is usually some simple paperwork involved. Most high schools require students starting new clubs to secure a faculty sponsor or advisor. Your next step will be to find that person. It is not essential, but always helpful if the faculty sponsor has some interest in the sport.
Building Visibility

Using in school resources

- Make sure that your club is listed in the school clubs directory, including the sponsors name, meeting place, meeting time, frequency, etc.
- Establish a connection with your school newspaper to advertise and promote club events and club achievements
- Use social media to connect with your school social media accounts to build your club a solid reputation
- Use flyers, custom banners, etc. around campus
- Of course, the best publicity is word of mouth, so don’t be afraid to ask club members to let their friends know about the club and its activities
Social Media

When used properly, social media can be a great asset in promoting your club. You can use social media to advertise club events, promote your club’s achievements, and build a solid reputation.

Talk to your faculty sponsor, and other club officers, about the social media tools that you plan to use. Available tools include, but are not limited to Facebook, Twitter, Google, Yahoo Groups, etc.
Managing Your Club

The 3 Rs - Recruit, Retain, and Recognize Club Members
Managing Your Club

Making the Most of Your Meetings
Make A Difference

Even though the club is about having fun, learning and promoting table tennis, you can use it as a platform for making a difference in your community.

Ideas to consider:
Conduct skills workshops few times in the school year to teach others the sport

Community outreach
- Visit your local elementary or middle school to help with their table tennis program
- Visit a local non-profit such as the Boys and Girls Club or YMCA to help their children learn the sport

Conduct 2-3 tournaments a year and donate proceeds to worthy social causes
Appendix

New Club Checklist

Obtain school administrator’s approval for club

Secure faculty sponsor

Establish goals for the club

Fill out and submit new club proposal paperwork

Create an annual budget for the club and submit it to the Student Council, or whoever is in charge (ask faculty sponsor)

Register your club with USA Table Tennis

Elect or nominate club officers

Purchase equipment, if necessary
Club Leadership Structure

There are a number of ways that your club can organize its leadership structure. At a minimum, your club should have five officers: President, Vice-President, Secretary, Treasurer, Publicist. You may also decide to elect/nominate a Tournament Director, if you plan to conduct tournaments during the school year.