

Running your Club

If you're going to start your own gymnastics club, you're going to need a team of dedicated individuals to help you out. In this section of the New Club Starter Kit, we'll describe how to create an administrative and operational framework for running your club. Specifically, this section contains information regarding:

- How to create a set of **governing guidelines** that frames the mission of your club and how your club will function;
- And the importance of having a **leadership team** or Executive Board to help delegate the day-to-day responsibilities of the club

-- Club Governance -----

Here is a list of discussion topics to think about when creating your club governance policy:

Mission

- What is your club's mission? What is your club trying to achieve through its existence? Will your club focus on developing a very strong competitive team? Or fundraising? Or developing leaders?
 - Your club's mission will guide many of the decisions that you make throughout the governance structure. When in doubt, if something doesn't align with your club's mission, then you shouldn't include that in the structure.

Leadership

- What is the best way to divide the club's function into distinct positions? How many people will make up your leadership team? Are there people who can serve as mentors or advisors to your leadership team if you need advice or insight?
 - If you need help with deciding what leadership roles your club needs, then check out the section titled 'The Leadership Team' below!
- How do people enter their leadership roles? Will they be elected by your club's membership, or chosen by a select few?

Rule-Making

- What rules will guide your club? Who gets to decide these rules? If the leadership team decides, then what percentage of the team needs to approve a rule for it to become a rule? What about if the general membership decides?
- How will the rules be communicated to everyone in the club? Will your club have a constitution that is available for all members? Will you require your members to read your club's constitution and/or sign off that they've read and acknowledged it? Or that they'll agree to abide by your club's rules?
- What disciplinary action can you take against members who do not follow the club's rules? What types of behaviors can the club issue disciplinary action against? Who

decides to remove a member of the club, either permanently or temporarily? Would it be the membership or the leadership team? Would there be a democratic process for removing members? Would there be an option for members to represent themselves in an inquiry regarding their behaviors?

Membership

- Who will your club serve? Will your club just serve collegiate athletes, or will you expand your club to other non-collegiate groups as well?
- What does it mean to be a member of your club? What do members need to do in order to be a part of the club? Do they have to pay fees, or do fundraising, or volunteer? What do members get in return by being a part of your club?

Competition

- Will your club have a competitive team, or will your club just serve non-competitive gymnasts?
- Who gets to be on the competitive team? Will your club let anyone be a part of the team, or will the leadership team decide who gets to be on the team? Will your club hold tryouts?
- What does it mean to be on the competitive team? Do your competitive members have to pay more, or do more fundraising, or volunteer more in order to be on the competitive team? Do your competitive members have to follow different rules than your non-competitive members (i.e. maintain a certain grade point average)?

Financial

- How much money does the club need to maintain its operation, and how will the club generate that money? Will the club charge fees in order to be a member? Will the club seek sponsorships, or do fundraising, or seek donations from friends or family?
- If the club has a competitive team, what parts of the competitive team will the member pay for, and what will the club pay for? Will the club offload the costs of competition (i.e. apparel, lodging, travel) onto its members, or pay some part of it?

-- The Leadership Team -----

In this section, we describe some of the general types of positions you'll typically see in a gymnastics club leadership team, and what their roles and responsibilities are. Note that not every club has every one of these positions on their leadership team (in fact, some clubs do not even have leadership teams!). Holistically evaluate your club's needs to determine which positions will be of most use to have.

President

The President of the gymnastics club is principally responsible for providing leadership and direction to the club organization and the leadership team. Responsibilities typically include:

- Understands and ensures club adherence to any operating guidelines required of the club (i.e. by a sponsoring institution, the NAIGC, gymnastics facility, college or university, etc.);
- Presides at meetings of the club and oversees the activities of the leadership team
- Coordinates club activities through the leadership team;
- Establishes short- and long-term goals and objectives in conjunction with the leadership team
- Structures the organization to ensure continuity of leadership by providing opportunities for leaders to develop and be mentored;
- And has overall financial responsibility for the club

Vice President

The Vice President of the gymnastics club is principally responsible for assisting the needs of the President and, if necessary, succeeding the President. Responsibilities typically include:

- Presides at meetings in the absence of the President;
- Coordinates programs with the President and leadership team;
- Provides mentorship to new officers;
- And other duties as assigned by the President

Team Captain

The Team Captain of the gymnastics club is principally responsible for planning and organizing the gymnastics programming of the club. The Team Captain may be responsible for competitive or non-competitive programming. Some clubs may have the Team Captain serve as the Vice President of the club. Responsibilities typically include:

- Coordinates agreement for club's use of gymnastics facilities with relevant entities (i.e. gym owners, gym management, etc.);
- Plans and organizes gymnastics-related programming, including attendance of competitions (i.e. registration of teams, arrangement of lodging and travel);
- Recruits and manages agreements for coaching staff;
- Recruits members to the club's competitive team (if applicable);
- Attends practices and serves as leadership during practices;
- And provides guidance and leadership to the general membership regarding gymnastics and skill development

Treasurer

The Treasurer of the gymnastics club is principally responsible for overseeing the club finances. Responsibilities typically include:

- Oversees club finances, collects dues, and receives other revenue for the club;
- Adheres to any finance-related requirements (i.e. by a school or university, if applicable)
- Prepares the club budget and financial controls and ensures that adequate budget and financial controls are maintained;
- Maintains and supervises club bank accounts by serving as the signatory;
- Maintains the financial statements and documentation of income and expenses;

- Files IRS Form 990 (for organizations exempt from income tax, if applicable);
- And pays all club bills on time

Fundraising

Some clubs elect a designated Fundraising Chairperson, who is principally responsible for planning and executing fundraising events to generate revenue for the gymnastics club.

Responsibilities typically include:

- Plans and organizes fundraising events with relevant entities;
- Ensures fundraising events comply with necessary rules and club regulations (i.e. as instituted by a school or university);
- Coordinates with Treasurer to ensure accurate budgeting of fundraising events;
- Attends fundraising events to provide leadership;
- And ensures documentation of members who fundraise (if applicable for tracking system i.e. if members are required to fundraise)

Secretary

The Secretary of the gymnastics club is principally responsible for maintaining record of the correspondence of the club. Responsibilities typically include:

- Maintains official records of meetings;
- Informs the leadership team of deadlines for reports, mailings, and/or future commitments;
- Maintains the leadership team roster;
- And maintains complete and up-to-date copies of the club's constitution and/or bylaws and other organizational documents

Communications

The Communications Chairperson of the gymnastics club is principally responsible for publicizing the club activities and maintaining social media accounts. Responsibilities typically include:

- Publicizes club activities and notifications through email, social media, and the club website;
- And maintains the club email, social media, and the club website (i.e. answers questions through the club's general member-facing information email account)

Member Experience

The Events Chairperson of the gymnastics club is principally responsible for planning and organizing social events for the club membership. Responsibilities typically include:

- Plans, organizes, and ensures financial viability of all social events
- Maintains an events calendar for the club membership

Source: [Club Leadership Structure and Duties of Executive Officers](#), modified to include gymnastics club-related duties and responsibilities