

Hastings & District Table Tennis Association

Rules & Executive Committee Standing Orders

As agreed at Association Annual General Meeting held 31st July 2023

Title

1. The Association shall be called the Hastings & District Table Tennis Association, hereinafter referred to as the Association.

Objectives

2. The objectives of the Association shall be: -
 - a. To control and administer the game of Table Tennis in accordance with the Rules and Regulations of the English Table Tennis Association Limited.
 - b. To organise Championships, Tournaments, Leagues, Inter-Club matches, Coaching and Exhibitions.
 - c. To promote and participate in the game of Table Tennis in such other ways as the Association deem proper.
 - d. To apply all income and property of the Association, from whatever source derived, to the promotion of the foregoing objectives.

Administration

3. The affairs of the Association shall be managed by an Executive Committee consisting of a Chairman, Deputy Chairman, General Secretary, Treasurer, League Secretary, Development Officer and one representative from each member club, all of whom shall be entitled to vote on any matter. The President, President-Elect and the Officers elected under rule 17. shall be invited to attend meetings of the Executive Committee and may take part in the discussions but shall not be entitled to vote.

Affiliation

4. The Association shall be affiliated to: -
 - a. The English Table Tennis Association Limited, trading as Table Tennis England, and hereinafter referred to as TTE.
 - b. The Sussex County Table Tennis Association, hereinafter referred to as SCTTA.

5. Affiliation to the Association shall be open to: -
 - a. Any club whose premises are situated within the boundaries of Hastings Borough and Rother District Councils or a radius of fifteen miles from Hastings Castle, hereinafter referred to as the Hastings Area.
 - b. Any school within the defined Hastings Area.
 - c. Any member of a club affiliated under rule 5.a.
 - d. Any pupil or student attending school or college within the defined Hastings Area.
 - e. Any individual residing within the Hastings Area.
6. Applications for affiliation shall be submitted to the General Secretary. Applications may be rejected on the following grounds: -
 - a. Non-affiliation to TTE.
 - b. Monies are owed to any Association, club, league or individual in relation to any Table Tennis related activity or transaction.
 - c. Subject to appeal, any sanctions imposed by another governing body that remain current.
7. Honorary affiliation shall be given to any individual elected at the Annual General Meeting and who is no longer playing competitive Table Tennis in the Hastings Area.
8. Honorary affiliation may be given, at the discretion of the Executive Committee, to any individual actively involved in the organisation of Table Tennis but who is not playing competitive Table Tennis in the Hastings Area.

Sports equity

9. The Association is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture of sport to ensure it becomes equally accessible to everyone in society.

10. The Association respects the dignity, rights and worth of every person and will treat all equally within the context of sport, regardless of ability, age, economic/social status, ethnicity, religious belief or sexuality.
11. The Association is committed to everyone having the right to enjoy their sport in an environment free from abuse, harassment, and/or intimidation.
12. All Association members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
13. The Association will deal with any incidence of discriminatory behaviour seriously, in accordance with the Association's disciplinary procedures.

Annual General Meeting

14. The Annual General Meeting of the Association shall be held during July/August and attendance shall be open to all persons affiliated to the Association. Any Club affiliated to the Association which is not represented at the meeting shall be liable, at the discretion of the Executive Committee, to a fine of £5.00. No person may represent more than one Club.
15. Any motion for consideration at the meeting must be submitted by the Executive Committee, by a Club affiliated under rule 5.a. or by any two individuals affiliated to the Association. Any such motion must be submitted to the General Secretary no later than 10th June.
16. Notice of the meeting which shall state the date, time and place and include the Agenda for the meeting shall be in writing and sent, not less than 14 days prior to the meeting, to each affiliated Club and to each affiliated individual, other than those affiliated under rule 5.b. A copy of the Annual Report of the Executive Committee, the Financial Statement and full details of any motions to be considered shall accompany such notice.
17. The business of the meeting shall be: -
 - a. To confirm the minutes of the previous Annual General Meeting.
 - b. To approve the Annual Report of the Executive Committee.
 - c. To approve the Financial Statement.
 - d. Agree Standing Orders for the conduct of Executive Committee business for the forthcoming year.
 - e. To fix and approve the Association's affiliation and league fees for the coming year.

- f. To install the President for the coming year and to elect a President-Elect and Vice Presidents. Only nominations by the Executive Committee shall be considered.
 - g. To elect a Chairman, Deputy Chairman, General Secretary, Treasurer, League Secretary and Development Officer.
 - h. To elect, at the discretion of the meeting, Officers to perform specific functions such as: -
 - 1. Calendar Secretary.
 - 2. Coaching Organiser.
 - 3. Company Member (*representing the Association at the AGM of TTE*).
 - 4. SCTTA Management Council representative x 2.
 - 5. Safeguarding & Welfare Officer/s.
 - 6. Equalities Officer.
 - 7. Press Officer.
 - 8. Match Results Record Secretary.
 - 9. Men's Representative Match Secretary.
 - 10. Ladies' Representative Match Secretary.
 - 11. Junior Representative Match Secretary.
 - 12. Social Secretary.
 - 13. Social Media Officer.
 - 14. Honours Panel Chairman.
 - 15. Hastings Closed Organiser.
 - 16. Watts Cup/Minor Trophy Organiser.
 - 17. Woodward Handicap Cup Organiser.
 - 18. Youth Closed Organiser.
 - 19. Team Handicap Organiser.
 - 20. Patterson Trophy Organiser.
 - 21. Hard Bat Tournament Organiser.
 - 22. Veterans Tournament Organiser.
 - i. To elect an Independent Financial Examiner, of the Association accounts, for the forthcoming year.
 - j. To elect 6 or more members of an Appeals Committee.
 - k. To consider any matters of which prior notice shall have been given.
18. All matters put to a vote, except for amendments to these rules which shall require a two-thirds majority of those present and entitled to vote, shall be decided by a simple majority of those voting. Unless the meeting should

decide to the contrary, voting shall be decided by a show of hands. In the event of equality of votes the Chairman of the meeting shall have a second or casting vote.

19. All persons nominated and present at the meeting, except for the President-Elect and Vice Presidents, shall make themselves known to the meeting. Any person willing to accept nomination in their absence must notify the General Secretary, in writing, before the meeting. In the case of presently serving individuals, their willingness to seek re-election must be recorded in the minutes of the Executive Committee held prior to the Annual General Meeting and this information made known to the meeting.

Special General Meeting

20. A Special General Meeting shall be convened on a resolution of the Executive Committee or within 28 days of a request, signed by the Secretaries of a minimum of 25% of the Clubs affiliated under rule 5.a. and stating the business to be dealt with, being received by the General Secretary. Notice of the meeting which shall state the date, time and place and include the Agenda for the meeting shall be in writing and sent, not less than 14 days prior to the meeting, to each affiliated Club and to each affiliated individual, other than those affiliated under rule 5.b.

Executive Committee

21. The Executive Committee shall be responsible for ensuring that the objectives of the Association are maintained. Meetings of the Committee shall be arranged by the General Secretary giving, in writing, at least 14-days' notice to each individual entitled to attend. A quorum necessary for the transaction of business shall be 6 of those entitled to vote, one of whom must be an individual elected under rule 17.g.

22. All matters put to a vote shall be decided by a simple majority of those entitled to vote and voting. In the event of equality of votes the Chairman of the meeting shall have a second or casting vote.

23. The Committee shall have the power to fill any post left vacant at the Annual General Meeting and to co-opt officers to consider specific matters.

24. The business of the Committee shall be: -

- a. To confirm the minutes of the previous meeting.
- b. To deal with any matters referred to it by the Annual General Meeting.

- c. To consider and approve applications for affiliation. No application shall be considered unless the appropriate fees have been remitted.
- d. To consider and approve the formation of sub-committees where appropriate.
- e. To consider and approve reports submitted by officers elected under rules 17.g. and 17.h. or co-opted under rule 23.
- f. To produce, for the Annual General Meeting, a report on the year's activities.
- g. To deal with any other matters which may arise from time to time.

Finance

25. The financial year of the Association shall end on the 30th April and an audited or independently examined statement of accounts prepared for issue with the notice convening the Annual General Meeting.

26. The funds of the Association shall be held: -

- a. In a current bank account. All transactions drawn on the account shall be authorised by any two from the Chairman, General Secretary and Treasurer in accordance with Standing Orders for the Executive Committee.
- b. In a bank deposit account or in such Trustee approved investments as the Executive Committee shall, from time to time, approve. Withdrawals from such accounts shall be authorised by any two from the Chairman, General Secretary and Treasurer following the recorded approval of the Executive Officers.

27. In the event of any two of the posts of Chairman, General Secretary or Treasurer being held by one individual the Executive Committee shall decide the authorised signatories for withdrawal from the Association's accounts.

28. If upon the winding up or dissolution of the Association, and after settlement of all debts or liabilities, there remains any assets these shall be given or transferred to some other body having objectives similar to those of the Association. If effect cannot be given to such a provision then to some other purpose approved by the Charity Commissioners.

Discipline

29. Only affiliated Clubs and individuals may participate in any event or competition organised or approved by the Association unless exemption shall be given by the Executive Committee.
30. A Club or individual affiliated to the Association shall not do, or cause to be done, anything deliberately harmful to the Association nor likely to bring the Association or the game of table tennis into disrepute. All persons affiliated to the Association will be expected to conduct themselves in accordance with TTE's Codes of Conduct.
31. Any complaint or dispute arising out of matters within the province of any sub-committee shall be dealt with by that sub-committee which shall invite all parties concerned to appear, or submit a written response for consideration, when the complaint or dispute is to be considered by that sub-committee. Sub-committees shall be empowered to impose fines against Clubs or individuals, for contravention of the rules of any event organised by them, such fines to be paid to the Treasurer of the Association. Any complaint or dispute not coming within the province of a sub-committee shall be considered by a sub-committee appointed by the Chairman and General Secretary. All decisions shall be notified, in writing, to the interested parties.
32. Appeals against sub-committee decisions on complaints or disputes shall be submitted to the General Secretary within 21 days of the sub-committee decision being received and any penalties imposed shall be held in abeyance until the matter is considered by the Appeals Committee who shall, in discussion with other members of the Appeals Committee, select a member to be the Appeal Chairman and two others, none of whom shall be a party to the dispute or a member of a Club concerned, to consider the appeal. The Appeal Chairman shall be responsible for making all arrangements for the appeal to be heard. A decision of the Appeals Committee shall be final and not subject to any further appeal within the Association.
33. All fines shall be paid within 14 days of notification, or of the hearing of an appeal if not upheld. Any Club or individual failing to pay a fine within the prescribed period may be suspended from the Association by the Executive Committee. In the event of an individual member of a Club so suspended wishing to become a member of another Club while the fines are still unpaid the Executive Committee may lift the suspension in regard to that player on payment of an assessed proportion of the fine.

34. All persons affiliated to the Association, and playing competitive table tennis, shall do so in accordance with the laws of the game as adopted by Table Tennis England and shall not play with or against any individual not affiliated to Table Tennis England without the prior approval of the Executive Committee, the Sussex County Table Tennis Association or Table Tennis England.

Tournaments

35. Any Club or individual affiliated to the Association wishing to organise a table tennis tournament, not restricted to members of one Club, must apply for approval by the Association. Applications must be submitted, in writing, to the General Secretary not later than 3 months prior to the proposed date of the event.

General

36. All Clubs applying for affiliation, individuals applying under rule 5.c. and the President-Elect shall be supplied with a copy of these rules. Any other individual affiliated to the Association may, on request, be supplied with a copy.

37. In the event of any question or matter arising which is not provided for in these rules such question or matter shall be decided by the Executive Committee and not be subject to appeal within the Association.

EXECUTIVE COMMITTEE STANDING ORDERS

HTTA/C1

To accommodate the smooth running and efficient use of time at Executive Committee meetings, all reports are requested to be submitted to the General Secretary 10 days before the due date of the meeting. This is to allow a minimum of 1 week for members of the Executive Committee to assess the information provided and prepare relevant questions. Where possible, any questions should be forwarded to the report author to allow a prepared response.

HTTA/C2

All attendees of Executive Committee meetings are requested to arrive, at least, 10 minutes before the meeting is due to commence to accommodate a

prompt start. Questions, not already forwarded to the report authors, should be produced in writing for the meeting.

HTTA/C3

Committee meetings will be managed by the Chairman, or their Deputy, who will, at their discretion, apply Rules of Debate and Chatham House Rules.

HTTA/F1

The Executive Committee, holding responsibility for the corporate and financial governance of the Association, will verify limits on transactions undertaken on behalf of the Association advising the Treasurer accordingly.

HTTA/F2

Excepting payments made to Table Tennis England and Sussex County Table Tennis Association, the Treasurer is only approved to make payments to a limit of £250.00. Payments exceeding this value need to be agreed with the two co-signatories, or their deputies from the Executive Committee. This authorisation should be conducted by e-mail to evidence such approval.

HTTA/F3

Member Clubs will be expected to arrange payment of fees, with the Treasurer, by 30th September. Such payments should be made either in full, at a date to be determined by the Executive Committee, or by arrangement with the Treasurer and approved by the Executive Committee. Payments to be made in no more than three instalments.

HTTA/F4

Financial support for purchase of equipment, training or other table tennis related expenditure will only be granted if the funds are available and the Executive Committee are satisfied such support will be for the benefit of the Association's membership or achieving the aims of the Association.