

WORCESTERSHIRE COUNTY TABLE TENNIS ASSOCIATION

RULES - July 2016

1 NAME

The Association shall be called the Worcestershire County Table Tennis Association

2 OBJECTS

2.1 The Association shall be affiliated to the English Table Tennis Association Limited

2.2 The objects of the Association shall be as follows:-

2.2.1 To act as the controlling and governing body for the sport of Table Tennis in the County of Worcestershire subject to any overriding decisions of the English Table Tennis Association Limited.

2.2.2 To assist and encourage the formation of Table Tennis leagues and clubs in the County of Worcestershire, and to promote the sport in every possible way

3 AREA OF JURISDICTION

The area of jurisdiction of the Association shall be Worcestershire as defined by the Rules of the English Table Tennis Association Limited.

4 DEFINITIONS

4.1 In these Rules and the Regulations made hereunder the following words and phrases shall have the meaning assigned by this Rule:-

4.1.1 The Association: the Worcestershire County Table Tennis Association

4.1.2 Casual vacancy: a vacancy which occurs at a time when the normal procedure prescribed by the Rules for filling it cannot operate

4.1.3 ETTA: the English Table Tennis Association Limited

4.1.4 Member: Any person mentioned in Rule 5.1, or any official, player or other individual member of a body mentioned in Rule 5.1.2, or of a club in membership of or affiliated to such a body

4.2 Words and phrases defined by the Rules of the ETTA and not otherwise defined by these Rules shall have the meaning assigned to them by the Rules of the ETTA.

5 CONSTITUTION

5.1 The Association shall consist of:-

5.1.1 President, Vice-Presidents, duly elected Officers and duly appointed officials.

5.1.2 All Local Leagues, Directly Affiliated Clubs and Directly Affiliated Individuals affiliated to the ETTA which are within the jurisdiction of the Association (except those exempted by decision of the ETTA).

5.2 The Association shall without payment of fee accept into Good Standing the following, but no other, bodies:

5.2.1 All organisations within the jurisdiction of the Association which are in Good Standing with the ETTA.

5.2.2 All County or Regional Associations or organisations covering the area or part of the area of jurisdiction of this Association which are part of or affiliated to National Associations or organisations in Good Standing with the ETTA

5.2.3 The County Schools' Table Tennis Associations and Schools' Leagues and Schools' Clubs within the jurisdiction of the Association except such as may be affiliated.

6 AFFILIATION

6.1 Affiliation to the Association shall be compulsory for all Local Leagues, Directly Affiliated Clubs and Directly Affiliated Individuals in the County unless exempted by a decision of the ETTA.

[Note to Rule 6.1: An ETTA Honorary Life Member is not obliged to affiliate to a County Association nor pay any affiliation or similar fee to it]

6.2 An authorised representative of each Local League and Directly Affiliated Club and each Directly Affiliated Individual shall complete the affiliation form in force for the time being and return it to the General Secretary of the Association.

6.3 A Club or Individual not directly affiliated to the ETTA may apply to be directly affiliated to the Association provided that it or s/he is affiliated to the ETTA through another body.

6.4 No person or body may affiliate to the Association unless affiliated to the ETTA

7 AFFILIATION FEES

7.1 Each Local League shall pay an annual affiliation fee based on the number of players required to make up a team in that League and the number of teams in that League.

7.2 Each Directly Affiliated Club and Directly Affiliated Individual shall pay an annual fee to the Association. 7.3 All fees shall be determined by the Annual General Meeting of the Association.

7.4 Each Local League shall pay a deposit when first affiliated to the Association, the deposit to be held as a guarantee of compliance with the Association's Rules and the fulfilment of all obligations. Any Local League breaking the Association's Rules or failing to fulfil its obligations shall be liable to forfeit to the Association's funds the whole or any part of such deposit. The deposit shall be returnable upon cessation of affiliation to the Association, provided all obligations have been met and fixtures completed to the satisfaction of the Executive Committee.

7.4.1 The amount of the deposit shall be determined by the Annual General Meeting of the Association.

7.5 All fees shall be paid to the Treasurer of the Association on or before October 31st each year. If payment shall not have been made at the due date, a fine of £5 shall be imposed, and a further fine of £5 shall be imposed for each subsequent month or part thereof until all such fees have been paid.

8 OFFICERS AND NATIONAL COUNCILLOR

8.1 The Officers of the Association shall be:- Chairman, Vice-Chairman, General Secretary, Assistant Secretary, Treasurer, County Match Secretary, Inter-league Championships Secretary, Umpires' Secretary, Coaching and Development Secretary, Tournament Secretary, Communications Officer.

8.2 Election: The Officers shall be elected by the Annual General Meeting and shall serve from the end of the meeting at which they are elected until the end of the Annual General Meeting following: they shall be eligible for re-election.

8.3 Casual vacancy: a casual vacancy may be filled by the Executive Committee.

8.4 National Councillor

8.4.1 Between May 1st and June 15th each Administrative Year the Executive Committee shall elect a National Councillor and may elect a Deputy National Councillor to represent the County for the following Administrative Year, after considering all nominations submitted to it by members of the Association.

8.4.2 The General Secretary shall send a copy of the Executive Committee minute recording the election(s), or the information required by the ETTA official appointment form, certified by himself and a second person who must be the Chairman, Vice-Chairman or Treasurer to reach the ETTA General Secretary, or such other person as may be designated for the purpose by the ETTA Management Committee, by June 22nd.

9 MANAGEMENT

9.1 The affairs of the Association shall be managed, subject to the control of the Annual General Meeting, by an Executive Committee consisting of:- The Officers, the National Councillor, one representative appointed by each Local League, the co-opted members (see Rule 9.2). In the event of the inability of a League representative to attend a meeting, his/her League must send a deputy. Any Local League failing to do so will incur a fine.

9.2 The Executive Committee shall have the power to co-opt not more than three persons.

9.3 Notices convening the Executive Committee meetings shall be sent to committee members at least 14 days before the date of the meeting.

9.4 The quorum for the transaction of the business of the Executive Committee shall be six members.

9.5 Every question at a meeting of the Executive Committee shall be determined by a simple majority of the votes of the members present and voting. In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.

9.6 Standing Sub-committees: At its first meeting after the Annual General Meeting the Executive Committee shall appoint Standing Sub-committees to deal with (1) Umpiring (2) Selection (3) Such other matters as required.

9.7 The Executive Committee may delegate any of its duties to Sub-committees consisting of such persons as it thinks fit. Any Sub-committees so formed shall, in the performance of the duties so delegated, conform to any regulations that may be imposed on it by the Executive Committee. Each Sub-committee shall elect its own Chairman and Secretary where necessary, one of who will be responsible for reporting to the Executive Committee.

9.8 Subject to the control of the Annual General Meeting, the administration of the Rules and Regulations of the Association shall be vested solely in the Executive Committee, which shall decide all matters relating to County Matches, Inter-League Matches, Teams, Open Tournaments, County Closed Tournaments, Conferences etc. as affecting the Association. The Executive Committee shall also decide any other question falling within its jurisdiction and affecting the well-being of the sport within the area covered by the Association.

10 ANNUAL GENERAL MEETING

10.1 The Annual General Meeting of the Association shall be held during June or July.

10.2 At least twenty-eight days' notice, specifying the place, the date and the hour, shall be given to all affiliated Local Leagues, Directly Affiliated Clubs, Directly Affiliated Individuals, Officers and other members of the Executive Committee, the President and Vice-Presidents.

10.3 Each Local League shall appoint one accredited representative to attend the General Meeting who shall hold an Official Accredited Representative Form, signed by the General Secretary of the Local League. Only the Accredited Representative shall be entitled to cast his/her League's vote(s).

10.4 Attendance at the Meeting shall be open to all Members.

10.5 The following items shall be included on the Agenda:

- (1) Minutes of the previous Annual General Meeting
- (2) Minutes of any Special General Meeting held since the previous Annual General Meeting
- (3) Annual Report of the Executive Committee
- (4) Balance Sheet and Statement of Accounts
- (5) Determination of fines, fees and deposits as required under Rules 7, 9 and 14.
- (6) Propositions for the alterations to the Rules (if any)
- (7) Motions of which the General Secretary has received notice in writing not later than March 15th (if any).
- (8) Election of President, Vice-Presidents etc.
- (9) Election of Officers
- (10) Election of Auditor(s).

Motions not included in the Agenda shall not be voted on except with the permission of the Chairman of the Annual General Meeting.

- 10.6 When a vote is taken at an Annual general Meeting the following shall be entitled to vote:
- (1) The Officers, National Councillor and co-opted members of the Executive Committee (One vote each)
 - (2) The Accredited Representatives of the Leagues who shall use block votes as follows:- representing a League with 20 or fewer teams the previous season - 1 vote: 21- 40 teams - 2 votes: 41 - 60 teams - 3 votes: 61 - 80 teams - 4 votes: 81 or more teams - 5 votes. (The number of votes cast must be shown on the Official Accredited Representative Form).
 - (3) In the event of a tie, the Chairman of the Annual General Meeting shall have a casting vote, which may be a second vote if the Chairman of the Annual General Meeting was entitled to vote under 10.6 (1) and/or 10.6 (2).

11 SPECIAL GENERAL MEETING

- 11.1 A Special General Meeting of the Association shall be convened on a resolution of the Executive Committee, or within five weeks after receipt by the General Secretary of a resolution signed by the Authorised Representatives of at least one-half of the Affiliated Local Leagues.
- 11.2 Rule 10 shall apply except sub-rules 10.1 and 10.5, and fourteen days' notice only need be given (Rule 10.2).
- 11.3 A Special General Meeting shall have the same power of control of the Association as has the Annual General Meeting but shall transact only such business as is specified in the resolution or requisition convening it.

12 FINANCE

- 12.1 The funds of the Association shall be kept in the name of the Worcestershire County Table Tennis Association and shall be lodged in such Bank(s) or invested in such building society(s) or other security(s) as approved by the Executive Committee.
- 12.2 All cheques, drafts etc. drawn on the account(s) shall be signed by the Treasurer and, in addition, by any one of three signatories whose authority to sign shall be approved by the Executive Committee at its first meeting following each Annual General Meeting.
- 12.3 The financial year of the Association shall end on April 30th.
- 12.4 The accounts of the Association shall be subject to an Accountants Certificate each year and each year and a Statement of Accounts incorporating the Accountants Certificate shall be presented to the Annual General Meeting for approval by the members.

13 DISSOLUTION

In the event of the winding up or dissolution of the Association, any surplus assets remaining after discharge of liabilities shall automatically vest in the ETTA who shall, for a period of six years, hold them in trust to pay to any organisation set up with identical or similar objects to those of the Association. The ETTA shall, during this period of six years, make every endeavour to promote and encourage the formation of such an organisation, but if none be formed the surplus assets shall be used for the general purposes of the ETTA.

14 APPEALS AGAINST LEAGUES

- 14.1 Any member of affiliated club aggrieved by a decision or action of a Local League or a Committee or Officer of such a League, or by neglect or refusal to do something which such organisation or person is under a duty to do, may appeal against such decision, action, neglect or refusal to this Association whose proper decision shall be final and binding on all parties.
- 14.2 The Association shall not have the power to reverse a decision or action which is in accordance with the Rules of the Local League unless it constitutes a breach of the Rules and Regulations of this Association or of the ETTA or of the principles of natural justice.
- 14.3 Any such appeal shall be made in writing to the General Secretary within 21 days of the notification of the decision or action appealed against and shall be accompanied by such fee as determined by the Annual General Meeting which shall be returned if the adjudicating body consider the making of the appeal to have been justified (whatever the result).
- 14.4 Either party to the appeal shall be entitled to require a Hearing before the adjudicating body.
- 14.5 Any party may be represented at a Hearing provided that the Association is notified in writing in advance of the intention to be represented.

15 DISCIPLINARY

- 15.1 A Member shall not do or cause to be done anything deliberately harmful to the Association nor likely to bring the Association or the sport of table tennis into disrepute.
- 15.2 A Member shall not without good and sufficient cause
- 15.2.1 absent himself from the Hearing of any allegation or appeal after having been requested with seven days' notice to attend
- 15.2.2 refuse or neglect to answer any questions put to him in connection with any such allegation or appeal if directed to answer by the chairman of the adjudicating body.

16 SUSPENSION

- 16.1 The Association shall have the power to suspend any Local League, Club, player or official within its jurisdiction for a breach of the Association's Rules or Regulations, under the power created by the ETTA Rules and subject to the right of appeal provided by such Rules.
- 16.2 The ETTA General Secretary shall be notified of any suspension under this Rule.
- 16.3 Such suspension shall be enforced by all bodies in this county, but shall operate only within the jurisdiction of this Association, the suspended person or body being deprived of the privileges of membership or of affiliation to this Association and any Local League or Directly Affiliated Club affiliated hereto, but not of the privileges of membership or of affiliation to the ETTA enjoyed outside the jurisdiction of this Association.

17 DISCIPLINARY COMMITTEE

- 17.1 The Executive Committee of the Association shall act as the Disciplinary Committee as required.
- 17.2 A decision may be taken by not less than three members all of whom must have been present throughout the Hearing.
- 17.3 Any member of the Committee having an interest in a matter to be discussed must declare that interest as soon as s/he is aware of it, and must not be present as a member of the Disciplinary Committee during the transaction of that business.
- 17.4 The Disciplinary Committee shall deal with any allegation under Rule 17.5 of breach of the Rules or Regulations of this Association.
- 17.5 Any allegation referred to in Rule 17.4 must be made in writing to the General Secretary specifying the Rule or Regulation alleged to have been broken, the name of the member or organisation alleged to be in breach, and the date and place of the alleged breach.
- 17.6 The Disciplinary Committee shall follow the procedure laid down by the ETTA (as included in the Rules of the ETTA).
- 17.7 If a formal allegation is proved to its satisfaction the Disciplinary Committee shall have the power to impose on the member or organisation guilty of such breach one or more of the following penalties:
- 17.7.1 That s/he be suspended from the privileges of membership either indefinitely or for a stated period
- 17.7.2 That s/he is fined
- 17.7.3 That s/he be censured.
- 17.8 Within seven days of a Hearing, the General Secretary shall notify the decision in writing to the member of the organisation, at the same time sending a copy of Rule 18 (Right of Appeal) if the allegation has been proved.

18 RIGHT OF APPEAL

- 18.1 Any member, affiliated club or Local League aggrieved by a decision or action of this Association, or a Committee, Officer or official of this Association (except the proper determination of an appeal) or by the neglect or refusal to do something which this Association or such Committee, Officer or official is under a duty to do, may appeal against such decision, action, neglect or refusal to the ETTA Board of Appeal.
- 18.2 Any appeal under Rule 18.1 shall be made in writing to the General Secretary of the ETTA within 21 days of the notification of the decision or action appealed against, and shall be accompanied by a fee of an amount prescribed by the ETTA. The fee shall be returned if the adjudicating body consider the making of an appeal to have been justified (whatever the result).

19 MATTERS NOT COVERED BY THE RULES

In the event of any question or matter arising that is not provided for in these Rules, it shall be dealt with by the Executive Committee.

20 ALTERATION OF RULES

- 20.1 These Rules may be changed (whether by addition, alteration or deletion) only by decision of an Annual General Meeting or of a Special General Meeting convened for the purpose.
- 20.2 Proposals for such changes to be considered by the next Annual General Meeting shall be submitted in writing to reach the General Secretary not later than May 1st.
- 20.3 All proposals so received shall be circulated to all Local Leagues, Directly Affiliated Clubs and Directly Affiliated Individuals by May 15th.
- 20.4 Amendments or alternative proposals dealing with the same subject matter shall be accepted for consideration by the Annual General Meeting if submitted in writing and received by the General Secretary not later than May 31st.
- 20.5 Proposals for such changes to be considered by a Special General Meeting shall be submitted to the General Secretary in writing together with the requisition for the Special General Meeting.
- 20.6 All proposed Rule Changes shall be circulated to those persons and organisations listed in Rule 10.2, together with the Agenda for the Meeting at least 14 days before the Annual or Special General Meeting.
- 20.7 Notwithstanding the provisions of Rule 20.1 the following Rules 2.1, 2.2, 3, 4.2, 5.1.2, 5.2, 6.1, 6.4, 8.4, 9.8, 12.2, 13, 14, 15, 17.4, 17.5, 18, 20.1, 20.7, 20.8 may not be changed without the previous written consent of the ETTA and may be changed by the ETTA without any change requiring to be approved by a General Meeting; such a change shall take place on a date to be specified by the ETTA being a date not earlier than one month after the County Association has been given notice of the change.
- 20.8 The Rules of this Association are subject to the approval of the ETTA

21 COUNTY SELECTION

A player selected to represent the Association in any match, trial, exhibition or similar event shall be given at least seven full days notice and shall comply with all reasonable instructions issued by the Executive Committee.

22 QUALIFICATION FOR ENTRY TO COUNTY CLOSED TOURNAMENTS

These championships are open to all players who are registered in Bromsgrove & Redditch, Dudley, Evesham, Kidderminster, Malvern or Worcester League. At the time of the closing date of entry to the event, a player who is on the current ranking list of another County Association has to have played in at least one-third of the matches his/her team has played to date in that season in a league in Worcestershire (including cup matches). Junior events are also open to junior players who are not registered in a league but any such entry must be endorsed by a coach, teacher, league official or person of similar standing.

23 LAWS AND REGULATIONS

All play under the jurisdiction of the Association shall be under the ETTA Approved Laws of Table Tennis, and Regulation R (relating to adhesives) shall apply.