



Toowoomba Table Tennis Association Incorporated

By-laws

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1 Introduction

- 1.1 These by-laws are for the internal use of the Toowoomba Table Tennis Association Incorporated, hereafter known as the TTTA and are subject to the overriding TTTA rules under which the TTTA is incorporated.

2 Composition

- 2.1 As determined in the TTTA's rules, the TTTA shall consist of individual members and life members.

3 Classes of individual members

3.1 Individual Members

- 3.1.1 The number of individual members is unlimited.

- 3.1.2 There are three levels of individual membership:

- (i) Level 1 – Social: a social or casual player who is not entitled to regularly compete in Association fixtures and inter-Association matches, and not eligible to compete in Open Tournaments.
- (ii) Level 2 – Club / Tournament: a player who is eligible to compete in Association fixtures, inter-Association matches and Open Tournaments.
- (iii) Level 3 – Representative: a player who a player who is eligible to compete in Association fixtures, inter-Association matches and Open Tournaments and represents Queensland and / or Australia.

- 3.1.3 Concessions for juniors, students and pensioners apply to the fees set according to the following definitions:

- (i) Junior: a person who is 18 or under years of age at the time of becoming a member of the TTTA.
- (ii) Student: a full time student at school, university or TAFE who is in possession of a student card at the time of becoming a member of the TTTA.
- (iii) Pensioner: a person who is in possession of a government pension card at the time of becoming a member of the TTTA.

4 Sub-committees of the TTTA

4.1 The management committee may select any number of sub-committees to undertake specific tasks on behalf of the TTTA. These sub-committees may include the following:

4.1.1 **Tournament Committee** - whose responsibility is to arrange, regulate, and control all fixture matches, tournaments, championships, monitor grading of players and teams and other matches of whatever nature, over which other bodies do not have sole jurisdiction.

This Committee is also responsible to arbitrate in disputes arising from any of the above matches, to convene and hear complaints about player conduct and disburse appropriate penalties. The composition of the Committee will be at least three members of the management committee with powers to co-opt others as required.

4.1.2 **Promotions Committee** - which is responsible for the promotion of the game of Table Tennis through contact with the media and any other organizations which can foster the development of the sport. The Promotions Committee can also arrange social events for players and their families in order to develop greater harmony within the TTTA.

The composition of this Committee shall be the Promotions Officer and two members of the management committee with powers to co-opt. This Committee has the responsibility of arranging presentation nights in conjunction with the Finance Committee.

4.1.3 **Finance Committee** - which is responsible for the overall financial control of the TTTA including the levying of appropriate fees after ratification of the management committee and fundraising. This Committee has the responsibility for the preparation after consultation with other sub-committees the budget for the TTTA and its presentation to the management committee.

The composition of this Committee shall be at least three members of the management committee with powers to co-opt.

4.1.4 **Coaching Committee** - whose responsibility is to provide coaching to those persons, whether members of the TTTA or not, in the improvement of their skills. The Coaching Committee may determine with the ratification of the management committee charges for coaching and recommend payment to coaches. A minimum of two members of the management committee shall be on this Committee with powers to co-opt any number of people with the agreement of the management committee.

4.1.5 **Junior Committee** - representing those junior players of the TTTA with membership open to all players and parents and friends of those players. A minimum of one management committee member shall be on this Committee with powers to co-opt.

- 4.1.6 **Auxiliary Committee** - which has charge of the operations of the Canteen as well as providing support where required in the running of functions. The composition may be any number of persons interested in assisting the TTTA. This Committee will elect appropriate office bearers necessary to carry out its duties.

5 Selectors

- 5.1 Selectors are responsible for the selection of players / teams to represent the TTTA in tournaments and championships and to nominate eligible players for selection in State teams. Selectors shall comprise three members of the management committee and their decision shall be final.

6 Office bearers

- 6.1 As well as those positions stipulated in the rules, the management committee may appoint a person as, or management committee member to fill the following:
- (i) Assistant Secretary
 - (ii) Assistant Treasurer
 - (iii) Publicity Officer
 - (iv) Records Officer
 - (v) Honorary Solicitor
- 6.2 The duties of these positions are to be determined at the time of the appointment of these officers.

7 Night controllers

- 7.1 The management committee may appoint a person or persons to be responsible for the efficient running of fixture / practice nights. Their duties may include:
- (i) Collection of playing fees.
 - (ii) Sale of equipment.
 - (iii) Arranging and clearance of reserve players.
 - (iv) Grading of players/teams prior to and during the season (subject to monitoring by the Tournament Committee).
 - (v) Announcements.

- (vi) Ensuring that score sheets are correctly completed, results shown on the notice board and players' averages are calculated regularly.

7.2 Night controllers need not be members of the management committee but must be financial members of the TTTA.

8 Delegate to the body controlling table tennis in Queensland

8.1 The management committee may appoint a delegate to represent TTTA at meetings of the body controlling table tennis in Queensland. The delegate may be removed by a simple majority vote of the management committee at which time the management committee may appoint a new delegate.

9 Protests

9.1 All protests, charges or matters in relation to the running of fixtures and tournaments for inquiry shall be submitted in writing to the secretary of the TTTA containing a full statement of the matter under review and shall be lodged within seven days of the date of the matters complained of.

9.2 In the first instance the Tournament Committee will consider the complaint and make appropriate decisions. The parties concerned may appeal to the management committee through the secretary within seven days of the decision conveyed to them. In such instances the secretary will advise all parties at least seven days prior to the date of the hearing to enable them to attend and put forward their case. Non-appearance of either party shall not prevent the hearing from proceeding.

9.3 Attendance at the hearing by interested parties shall be confined to the giving of evidence or explanations and the Chairman, if he thinks it advisable, may request withdrawal of such persons at any stage of the hearing.

10 Seasons

10.1 Fixture seasons shall be determined by the management committee from time to time.

11 Mode of competition and team composition

11.1 The mode of competition shall be decided by the management committee at the beginning of each fixture competition.

11.2 In two-a-side competitions, no team will be permitted to play without at least one nominated team member. That is, two reserve players are not permitted.

11.3 In three-a-side competitions, a team will be permitted to play on the following basis:

- (i) at least one nominated team member must play in the team
- (ii) at least two players must play for the team
- (iii) not more than two reserve players play for the team
- (iv) where two reserve players play for a team, the games played by only one of the reserve players shall be included in the calculation of the fixture match results. Any games won by the other reserve player shall be deemed to have been won by the opposing team. Prior to commencement of the fixture matches, the team captain shall nominate the reserve player whose match results will be included in the calculation of fixture match results.

11.4 In four-a-side competitions, a team will be permitted to play on the following basis:

- (i) at least two nominated team members must play in the team
- (ii) at least two players must play for the team
- (iii) not more than two reserve players play for the team.

11.5 Within a team, two players may fill a single team member position. Only one such player shall be allowed to play in that team member position for a fixture match. With the formal approval of at least two members of the Tournament Committee both such players may play in a fixture match. (For example two players may fill the Number 2 player position in a team in a three-a-side competition. One of those players may, with the approval of at least two members of the Tournament Committee, substitute for the Number 1 player position in that team for nominated fixture matches).

11.6 Particulars of results of each fixture match shall be set out on the score sheet forms as provided by the TTTA. Both captains shall sign the score sheet form and be responsible for the accuracy of all details therein. Failure to comply with this rule will incur loss of points to the defaulting team for that fixture match.

11.7 The two team captains shall set out the team members on the score sheet form in the order in which they will play independently so that the playing order is not known to the other team until the player listing is completed by both team captains. No alteration shall be made to either team listing.

12 Hours of play

12.1 Play shall commence throughout the season at a time to be fixed by the management committee from time to time.

13 Mode of play

13.1 The games in all fixture matches shall be played in the sequence as set out on the score sheet form unless a reserve player who is also playing in another grade is used for the full match. With the concurrence of both team captains, the playing order may be altered for any other reason.

14 Reserves

14.1 Reserve players are defined in the following categories:

- (i) Unregistered Reserve - a reserve player who is not registered with the TTTA.
- (ii) Casual Reserve - a reserve player who is registered with the TTTA but is not part of a team competing in the current fixture competition.
- (iii) Team Reserve - a reserve player who is registered with the TTTA and is part of a team competing in the current fixture competition in a lower grade.

14.2 All reserve players shall be graded with grades determined by at least two members of the Tournament Committee. Reserve players shall not compete in matches in a lower grade than their grading. Notwithstanding, reserve players may compete in matches in a lower grade than their grading on the basis that any games in which they participate shall be deemed to have been won by the opposing team.

14.3 Any player may compete as an unregistered reserve player in three fixture matches before they may be required to register with the TTTA. Unregistered reserve players may compete for one team up to three times. Unregistered reserve players who have competed for one team more than three times may continue to compete in fixture matches for that team on the basis that any games in which they participate shall be deemed to have been won by the opposing team.

14.4 Unregistered reserve players who have been requested to register with the TTTA may continue to compete in fixture matches on the basis that any games in which they participate shall be deemed to have been won by the opposing team.

14.5 Casual reserve players who are not part of a team in the fixture competition may compete for any team up to three times. Once having played four times for one team, a casual reserve player becomes part of that team and shall not play for any other team in that grade for the remainder of the fixture competition. Notwithstanding, the casual reserve player may compete for other teams in that grade on the basis that any games in which they participate shall be deemed to have been won by the opposing team.

- 14.6 Registered players who are part of a team may compete as a team reserve player for all teams in a higher grade up to three times for any team. Once having played four times for one team, the player shall be deemed to be part of that team and shall not play for any other team in that grade for the remainder of the fixture season. The team reserve player may continue to compete in a lower grade with the formal approval of the Tournament Committee. Notwithstanding, the team reserve player may compete for other teams in that grade on the basis that any games in which they participate shall be deemed to have been won by the opposing team.

15 Grading of players

- 15.1 The Tournament Committee has the power to grade players and teams into appropriate competition for their standard of play. Where a team has won the premiership in the previous season the Tournament Committee reserves the right to either place the team in a higher grade, retain the team in the same grade or alternatively split the players into different teams and retain them at the same grade.
- 15.2 Where the Tournament Committee considers there will be uneven competition in a grade it has the power to rearrange players into other teams to rectify this anomaly. In all cases those players/teams aggrieved may appeal against any decision of the Tournament Committee to the management committee.

16 Averages

- 16.1 The management committee shall have calculated throughout the season player averages to ascertain player performance. At the end of the season a player must have played in at least 2/3 of singles matches to be eligible to be awarded the highest average trophy for that grade (if such trophy is awarded).
- 16.2 Averages are calculated as a percentage of wins against rubbers played. In the event of a forfeit by the opposing team or a player/s of that team then the rubbers won on the score sheet shall be calculated as win in terms of calculating averages.

17 Determination of premiership

17.1 Points shall be allotted for all fixture matches on the following basis:

Match Win	3	points
Match Draw	2	points
Match Loss	1	point
Match Forfeit	0	points
Match Bye	0	points
Rubber Win	0.1	points
Rubber Loss	0	points

17.2 At the commencement of each fixture season the management committee will determine the method of determining the premiership winner and runner-up.

17.3 In the event that the premiership is to be determined by a right of challenge playoff, minor premiership playoff and/or a premiership final, the following additional requirements shall apply to the composition of teams playing in those playoffs and/or final:

- (i) all players in the team, other than a team reserve player, shall have played in at least three fixture matches for that team during the current fixture competition.
- (ii) unregistered reserve players are not permitted in the team.
- (iii) casual reserve players are permitted to play in one team of the premiership playoff teams provided the casual reserve player has played at least three fixture matches prior to the premiership playoffs and has a playing average not greater than the absent team member.
- (iv) team reserve players (that is, players that are part of a team in a lower grade) are permitted to play in one team of the premiership playoff teams. (For example, a team reserve player is not permitted to play for one team in a right of challenge playoff and in another team in the premiership final).
- (v) team members of other teams that were not successful in reaching premiership playoffs in the particular grade of the fixture competition, are not permitted to compete as a member of a premiership playoff team.

18 Report of captain and manager

- 18.1 Managers and/or captains of representative teams in a match or tournament shall forward a report of the match or tournament so that it will reach the secretary within two weeks of the match or tournament.

19 Length of management committee meetings

- 19.1 The length of the management committee meetings will be no longer than two and one half hours with an option to extend the meeting for a further half hour to complete discussion on agreement of a majority vote.

20 Fees

- 20.1 The fees for playing, registration and membership shall be as determined by the members at the annual general meeting and shall be notified by placement of a notice on the notice board in the TTTA centre.
- 20.2 Fees and levies are payable at such time and in such manner as the management committee determines.