

# **ALEXANDRA TABLE TENNIS CLUB CONSTITUTION**

Version History:

|             |                                                                                                                                                                                                 |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Version 0   | Updated 10 Sep 2007 AGM                                                                                                                                                                         |
| Version 1.0 | Updated Sep 2022 AGM<br><br>Number formatting, Additions following alignment with TTE guideline constitution for equality and financial rules. Various corrections to bring content up to date. |

## **CONSTITUTIONAL AND GENERAL ADMINISTRATION RULES**

### **1. General**

- 1.1. The Club shall be called the Alexandra Table Tennis Club and consist of members elected by the Committee.
- 1.2. The Club shall be affiliated to Table Tennis England
- 1.3. The aims of the club are to;
  - Provide a friendly and inclusive environment to play table tennis.
  - Provide the opportunity for competitive league table tennis play.
- 1.4. The Committee shall consist of the Chairman, Treasurer, Secretary, Child Protection Officer and up to 3 other Club members. Four shall form a quorum.
- 1.5. A General Meeting shall be held annually in September to elect Officers and Committee for the ensuing year starting 1<sup>st</sup> October and to transact any business connected with the club. If not present at the A.G.M., all proposed Committee members shall give prior consent to their proposer.
- 1.6. In the event of a vacancy occurring on the Committee, the remaining members shall have the power to co-opt a member to fill the Vacancy.
- 1.7. Any matters arising, not covered by these Rules, shall be decided by the committee.
- 1.8. No alteration of amendment shall be made to these Rules except at the Annual General Meeting or an Extraordinary General Meeting.
- 1.9. The Club shall only accept members of age 14 years and older.

### **2. Club Evenings**

- 2.1. These currently take place on Monday evenings.

3. Rota Board System

- 3.1. There shall be a Rota Board for Club evenings, sets shall be made up before tables are vacant and the choice shall be made from the first six for singles and first eight for doubles, including the name of the person choosing.
- 3.2. Best of three games up to 11 shall be played.

4. Doubles Game Rule

- 4.1. If attendance numbers 16 or more players on a club night, then doubles only shall be played until the number present falls below 16.

5. Tournament Committee

- 5.1. The full Committee shall appoint a Sub-Committee to deal with all tournaments and handicapping.

6. Team Selection Committee

- 6.1. Members to be registered shall be selected by the full Committee at the beginning of the Season; thereafter any team changes to be dealt with by a sub-committee consisting of Club Secretary, Match Secretary and Chairman.

7. Team Selection

- 7.1. No prospective member shall be selected to play in a team until becoming a fully paid up member of the Club.

8. No. of teams to be entered for the League and Knock-out Cup

- 8.1. This shall be decided by the committee.

9. Match Nights

- 9.1. Home match nights shall be decided by the Committee.

10. Advertising

- 10.1. Policy to be decided by the Committee

11. Distribution of Club Rules

- 11.1. It shall be the responsibility of the Secretary to issue a copy of the Current Club Rules, as defined in this Constitution, to each new Member when joining. Those rules shall be kept up to date by the Secretary.

12. Expulsion of Members

- 12.1. Members of the Club whose conduct is inappropriate or who decline to abide by the rules of the Club may be expelled or suspended by a resolution passed at a meeting of the Club committee. The member's annual subscription may be forfeited.
- 12.2. Members shall have the right to appeal in person to the committee with regard to the decision affecting them, provided that notice of such appeal is submitted to the Club Chairman, in writing, within fourteen days of notification of the original decision.

13. Dissolution

- 13.1. If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- 13.2. If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 13.3. After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to the Thames Valley Table Tennis League.

14. Child Protection Policy

- 14.1. The Club is fully committed to safeguarding the well being of its members. All members should show respect and understanding for the rights, safety and welfare of others, and conduct themselves in a way that reflects the principle of the Club.
- 14.2. The Club will use its best endeavours to ensure that no harm comes to any young person who participates in the activities of the Club.
- 14.3. The Club will ensure that no young person participating in the activities of the Club is left alone with an adult.

- 14.4. The Club will identify a person whose role it is to deal with any issues relating to our Child Protection Policy.
- 14.5. Anyone with any concerns regarding Child Protection within the Club should contact that person, or if they are unavailable, any committee member.
- 14.6. The Club Committee will review this policy annually.

15. Sports Equity

- 15.1. This Club 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 and structure of sport to ensure it becomes equally accessible to everyone in society.”*

- 15.2. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 15.3. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 15.4. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 15.5. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## FINANCIAL RULES

16. Financial Year

- 16.1. The Club's financial year shall end on 31<sup>st</sup> July.

17. Annual Subscription

- 17.1. This shall be fixed at the A.G.M. Members must pay their Subscription by 31<sup>st</sup> October or forfeit their membership.

18. Visitors and New Members

- 18.1. Visitor's fee rate shall be decided by the committee

- 18.2. A potential member shall be allowed to attend as a visitor for free for the first visit after which they will be required to pay the visitor's fee until they have paid the annual subscription..
  - 18.3. New members shall pay the annual subscription pro-rata proportionate to the remaining months in the financial year.
  - 18.4. Junior members, i.e. players under 18 years old, to consist of no more than 20% of the membership total
19. Entrance fees for Club competitions
- 19.1. The entrance fees for Club competitions shall be decided by the committee.
20. Match Fees
- 20.1. Match fees shall be decided by the committee. All team members shall pay match fees which shall be fixed to ensure that matches are self-financing.
  - 20.2. Match fees shall be payable for home and away fixtures and any additional league practice sessions.
  - 20.3. A captain shall be appointed for each team by the Committee and will be responsible for the collection of match fees.
  - 20.4. Team players will be required to pay match fees if they give less than 24 hours notice of failure to attend a match although this may be waived at the discretion of the committee.
21. Registration Fees
- 21.1. League registration fees to be covered by the club
22. Match Practice Fees
- 22.1. These will be the same as the match fees.
23. Refreshments on Club Nights
- 23.1. Payment of a membership fee or a visitor's fee shall carry entitlement to free refreshments on Club and match practice nights.
24. Insurance

- 24.1. The Club shall be insured against claims made against it by members of the public (including visiting teams), as provided by Table Tennis England affiliation

25. Treasurer Responsibilities

- 25.1. The club treasurer will be responsible for the finances of the club.  
25.2. All club monies will be banked in an account held in the name of the club.  
25.3. An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.  
25.4. Any transfers drawn against club funds should hold the signature of the treasurer and be visible on the account by up to two other people

## **CLUB TOURNAMENT RULES**

26. Events

- 26.1. The Annual Club tournament events shall be decided by the committee. At present they are:-

- a) Open Singles (11 up, best of 5)
- b) Open Handicap Singles (21 up, best of 3)
- c) Open Doubles (partners may be chosen) (11 up, best of 5)
- d) Open Handicap Doubles (21 up, best of 3)

27. Finals Night

- 27.1. Each season the committee shall arrange a finals night for the annual Club Tournament.

28. Playing Rules

- 28.1. All annual club tournament events shall be played according to ETTA playing rules and shall be the best of three or five games. Seedings and handicaps shall be decided by the Tournament sub-committee.

29. Handicap Events

- 29.1. Games in the handicap events shall start based on the Handicap Amendment Chart as printed in the current TVTT League Handbook and shall be won by the first player or pair to reach a score of 21 points.

30. Christmas / American Tournament

30.1. This shall be held at the end of each year.

31. Declaration

Alexandra Table Tennis Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

|               |                      |                 |          |
|---------------|----------------------|-----------------|----------|
| <b>Name</b>   | <b>James Foulger</b> | <b>Position</b> | Chair    |
| <b>Signed</b> | <i>James Foulger</i> | <b>Date</b>     | 9/9/2022 |

|               |                      |                 |           |
|---------------|----------------------|-----------------|-----------|
| <b>Name</b>   | <b>Andrew Hedges</b> | <b>Position</b> | Secretary |
| <b>Signed</b> | <i>Andrew Hedges</i> | <b>Date</b>     | 9/9/2022  |