



# CONSTITUTION AND RULES

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# INDEX

Page	Contents
1	Name Object Affiliation
2	Annual General Meetings (AGM)
3	Extra Ordinary Meetings (EGM)
4	Council
5	Management Committee
6	Selection Committees
7	Leagues
10	Island Championships
11	Divisional Singles Championships
12	Senior and Junior Group Tournaments
13	Individual Handicap
14	Team Handicap
15	Lower Divisions Singles
16	Lower Divisions Doubles
17	Hard Luck Trophy
18	Umpires
19	Fines and Deposits
20	Duties and responsibilities
21	Duties and responsibilities (cont)
22	Approved Club Tournaments
23	Revisions

# GUERNSEY TABLE TENNIS ASSOCIATION

## CONSTITUTION AND RULES

### **1 NAME**

This federation of clubs shall be called the "Guernsey Table Tennis Association" (hereinafter referred to as the GTTA) and shall be affiliated to the International Table Tennis Federation (ITTF), the European Table Tennis Union (ETTU) and a member of any other body deemed beneficial to the sport.

### **2 OBJECT**

- a) To encourage and foster table tennis in Guernsey.
- b) To act as the legislative authority.
- c) To act as the sole controlling and governing body of table tennis in Guernsey according to the current ITTF rules of the game.
- d) To have jurisdiction over all GTTA tournaments.

### **3 AFFILIATION**

Any club or association wishing to affiliate to the GTTA must satisfy the GTTA that it is a properly constituted club or association.

#### **4 ANNUAL GENERAL MEETING (AGM)**

- a) The AGM of the GTTA shall be held at the earliest convenient date after 1<sup>st</sup> July each year. Notification of the date to be forwarded to each affiliated club not less than two calendar months previously by the General Secretary.
- b) The members of the Management Committee shall be entitled to vote at this meeting. The number of representatives each club shall be entitled to send is dependent on the number of clubs entitled to vote and each representative shall have one vote only. The number of club representatives entitled to vote at the meeting is calculated on the basis that the total votes of the club representatives must always exceed the total votes available to the Management Committee, subject to Rule (4.c).
- c) The quorum required for a valid AGM shall be 15 persons eligible to vote.
- d) The President shall be the Chairperson of this meeting or in his absence the Vice President. In the event that both the President and Vice President are able to attend, the Management Committee members and club representatives present shall elect one of the Executive Members as Chairperson.
- e) The Chairperson shall only have a casting vote.
- f) At the AGM the following Executive members of the Management Committee shall present their reports, The President, The General Secretary, The League Secretary, The Tournament Secretary and The Treasurer. Any other relevant reports plus a report from the Auditors shall also be presented at this time.
- g) A Management Committee of at least 9 and not more than 13 members shall be elected at this meeting and will consist of a President, Vice President, General Secretary, League Secretary, Tournament Secretary, Treasurer (The Executive Members) and at least 3 Committee Members.
- h) Honorary Past Presidents and Honorary Vice Presidents may be appointed for life at an AGM in recognition of their past services to the GTTA. They may attend any AGM, EGM or Council Meeting but have no vote, unless they are a member of the Management Committee or acting in the capacity of club representative.
- i) Two Auditors shall be appointed at the AGM.
- j) Senior and Junior Selection Committees, each of 5 persons, shall be appointed at the AGM.
- k) All affiliated clubs shall forward to the GTTA General Secretary the names of the officers of their clubs by the date of the AGM.
- l) Any alterations or additions to the Constitution or the Rules must be made at an AGM or at an EGM. Proposed alterations or additions to the Constitution or Rules for consideration at an AGM must be notified to the General Secretary in writing, one calendar month before the date of the AGM. These proposals must be forwarded to the members of the Management Committee and affiliated clubs at least 14 days prior to the AGM.

## **5 EXTRAORDINARY GENERAL MEETINGS (EGM)**

- a) An EGM may be convened at the request of the Management Committee or by petition containing the signatures of at least two-thirds of the Club Secretaries. The General Secretary must call an EGM within 21 days of receipt of the petition or Management request. Notification of the date is to be forwarded to each affiliated club by the General Secretary.
- b) The members of the Management Committee shall be entitled to vote at this meeting. The number of representatives each club shall be entitled to send is dependent on the number of clubs entitled to vote and each representative shall have one vote only. The number of club representatives entitled to vote at the meeting is calculated on the basis that the total votes of the club representatives must always exceed the total votes available to the Management Committee, subject to rule (5.c).
- c) The quorum at an EGM shall be 15 persons eligible to vote.
- d) The President shall be the Chairperson of this meeting or in his absence the Vice President. In the event that both the President and Vice President are able to attend, the Management Committee members and club representatives present shall elect one of the Executive Members as Chairperson.
- e) The Chairperson shall only have a casting vote.
- f) Any alterations or additions to the Constitution or the Rules must accompany the petition Management request in accordance with rule (5.i) calling for the EGM and these proposals must be forwarded to the members of the Management Committee and affiliated clubs at least 14 days prior to the EGM.

## **6 COUNCIL**

- a) A Council Meeting may be convened at the request of the President, the Management Committee or Club wishing to appeal against a Management Committee decision. Such an appeal must be lodged in writing with the General Secretary who must call a Council Meeting within 14 days of receipt of the appeal. Notification of the date is to be forwarded to each affiliated club by the General Secretary.
  
- b) The members of the Management Committee shall be entitled to vote at this meeting. The number of representatives each club shall be entitled to send shall depend on the number of clubs entitled to vote and each representative shall have one vote only. The number of club representatives entitled to vote at the meeting is calculated on the basis that the total votes of the club representatives must always exceed the total votes available to the Management Committee, subject to rule (6.c).
  
- c) The quorum at a Council Meeting shall be 15 persons eligible to vote.
  
- d) The President shall be the Chairperson of this meeting or in his absence the Vice President. In the event that both the President and Vice President are able to attend, the Management Committee members and club representatives present shall elect one of the Executive Members as Chairperson.
  
- e) A player who wishes to appeal against a Management Committee decision may only do so through his Club in accordance with rule (6.a).
  
- f) In the event of an appeal being upheld the Council Meeting shall have the authority to amend the number of teams participating in the leagues affected by the decision subject to the maximum of 12 teams per division.

## **7 MANAGEMENT COMMITTEE**

- a) The Management Committee shall consist of at least 9 members with a maximum of 13 in accordance with rule (4.g).
- b) The GTTA shall be entitled to borrow monies from time to time, as and when required, at the discretion of the Management Committee.
- c) Management Committee meetings shall be convened on a regular basis or at the request of the President or at the request of 5 Management Committee members.
- d) Provided there is a majority of Management Committee members present, the quorum at a Management Committee meeting shall be 7 persons entitled to vote.
- e) The President or Vice president shall be the Chairperson of the meetings and in the absence of both, the Management Committee members and club representatives present shall elect one of the Executive Members as Chairperson..
- f) Each member of the Management Committee shall have one vote; the Chairperson shall only have a casting vote.
- g) Each club is entitled to send a representative to Management Committee meetings and that representative shall be entitled to a vote.
- h) The Management Committee shall be responsible for the overall administration of the affairs of the GTTA including all competitions, leagues and subscriptions.
- i) The Management Committee shall have the power to exclude any club or player from taking part in any GTTA competition, league or representative event.
- j) The Management Committee has the authority to assemble ad-hoc sub committees consisting of 3, 5 or 7 people for the completion of specific tasks. These sub committees are to be chaired by a member of the Management Committee. Unless he is a member of the sub committee, the President may attend any sub committee meeting as an observer.
- k) The Management Committee may nominate representatives for joint consultation with other organisations.
- l) The Management Committee may at its discretion appoint a person or persons to fill vacancies on any committee or sub committee.
- m) The Management Committee is the final arbitrator on all matters not specifically covered by the rules of the Association.
- n) The Management Committee shall be responsible for deciding the format of the leagues for the coming season, subject to rule (6.e).
- o) The Management Committee shall be responsible for deciding the format and handicap system to be used in any handicap competitions during the coming season.
- p) The Management Committee shall appoint a Registrations sub committee that will be responsible for the evaluation and placement of reserves.
- q) The Management Committee shall appoint a tournament committee that will be responsible for the running and conduct of all GTTA tournaments and events.
- r) The Management Committee shall decide the starting time of matches for the ensuing season.

## **8 SELECTION COMMITTEES**

- a) The Junior and Senior Selection Committees as appointed at the AGM in accordance with rule (4.j) shall meet on a regular basis or at the request of the respective committee Chairperson.
- b) The quorum at a meeting of a Selection Committee shall be three. Those unable to be present should make their nomination known to the Chairperson.
- c) Each Selection Committee is responsible for the following: -
  - i. Ranking lists.
  - ii. Selection of all representative teams, players and team captains for International and Inter-Insular events.
  - iii. The training of Inter-Insular and representative squad members.
  - iv. To notify the Management Committee, in writing, of ranking lists, selections, seeding and any alterations to such. All such notifications should be signed by a majority of the respective Selection Committee members.
  - v. Seeding the Island Championships or any other event as directed by the Management Committee.
  - vi. The Chairperson of each Committee is responsible for informing the selected players in writing.

## **9 LEAGUES**

The Management Committee shall decide the league format for the ensuing season in accordance with rule (7.n). Whilst the teams usually comprise 3 players the following rules shall apply irrespective of the number of players comprising a team.

- a. Clubs shall register their teams alphabetically with the League Secretary, in writing, before 20<sup>th</sup> August.
- b. Clubs shall register their reserves with the League Secretary in writing.
- c. The Management Committee shall place the teams into numeric divisions with a maximum of 12 teams in each division.
- d. The Registrations sub committee shall classify all reserve players.
- e. The Management Committee shall forward to the Club Secretaries, in writing, details of all divisions giving the names of the players in each team, including reserves.
- f. Any club wishing to appeal against the placing of a team or a reserve may make an appeal against the placing but must state their reasons for dissatisfaction. This appeal must be in writing to the General Secretary who will call a Council Meeting in accordance with rule (6.a).
- g. All registration fees due to the GTTA shall be paid by 30<sup>th</sup> September. Late payment may be subject to a penalty, see rule (19.k).

### **9 A Conditions of Play**

- 1) Rackets shall be in accordance with ITTF Regulations.
- 2) Clothing should be in accordance with ITTF Regulations whenever possible. The main colours of any garment, other than socks, shall be clearly different from the colour of the ball in use.
- 3) The match ball shall be of at least a Three Star standard and a new ball is to be used at the commencement of each league match.
- 4) The away team may claim the table for practise for ten minutes before the start of the match.
- 5) All matches must have commenced by the scheduled start time set by the Management Committee unless a change has been authorised by the League Secretary.
- 6) All games shall be played as set out on the score sheet.
- 7) Any player not present when scheduled to play shall forfeit that game as a walkover to the opposing team.
- 8) Any team fielding an ineligible player shall be deemed to be an incomplete team and therefore liable to fine under rules (19.e).
- 9) In a three person team league, if both teams are a player short the match may be played as a result can be achieved and the points shall be awarded accordingly.
- 10) The home team shall be responsible for ensuring that the correctly completed and signed score sheet is made available to the League Secretary no later than 3 days from the date of the match. Failure will result in a fine under rule (19.g).

- 11) The winning team shall be awarded 2 points and if the match is drawn each team will be awarded 1 point.
- 12) Except in exceptional circumstances as decided by the Management Committee, a team failing to turn up for a league match shall be fined according to the provisions of rule (19.f) and the match shall be forfeited.
- 13) Except in exceptional circumstances as decided by the Management Committee, in the event that both teams fail to turn up for a league match both teams shall be fined according to the provisions of rule (19.f) and the match declared null and void. In the event that the Management Committee is satisfied that exceptional circumstances prevailed, the League Secretary shall be responsible for re-arranging the match.

## **9 B League Fixture Alterations**

- 1) Matches may be brought forward by mutual arrangement between the teams concerned provided the League Secretary has been notified.
- 2) Matches may be postponed by mutual agreement between the teams concerned provided that the League Secretary has been notified. Postponed matches must be played by 12 midnight on Sunday of the week the match was originally scheduled.
- 3) The League Secretary may sanction the postponement past the Sunday deadline provided that the League Secretary agrees that there are exceptional circumstances and that both teams have exhausted all other options. The teams concerned should have already have agreed an alternate date before requesting such a postponement from the League Secretary.
- 4) The League Secretary is the sole arbiter of what constitutes exceptional circumstances and failure to complete a scheduled fixture with the timeframe detailed in 9B (2) above will result in one or both teams being fined in accordance with rule (17.f) and the points awarded accordingly or the match declared void.
- 5) Failure to notify the League Secretary of any fixture alteration will incur a fine, see rule (19.l).

## **9 C Reserves**

- 1) A registered player may only act as a reserve for any other club team in a higher division.
- 2) A registered player who plays two consecutive matches as a reserve for a team in a higher division shall not reserve for that team again until it has played a further league match. In exceptional circumstances as decided by the Management Committee, a player may be permitted to be temporarily registered in a team in a higher division and retain his registration in a lower division. He will not be permitted to reserve for any other team in the higher division during this period.
- 3) A registered player may not reserve against the same team more than the number of times that any two teams in that division would normally play one another.
- 4) Providing the League Secretary has received classification from the Registrations sub-committee, no qualifying period will be required before reserves are eligible to play.
- 5) The Management Committee will decide in which division new reserves shall be eligible to play and have the right to amend any classification decided by the Registration sub-committee.
- 6) The names of all new reserves classified and or ratified by the Management Committee must be forwarded to all Club Secretaries in writing within 7 days of the Management Committee meeting.

#### **9 D Alterations to Team Registrations and Transfers**

- 1) A club may during the season apply to the Management Committee to have its registration altered and the Management Committee may also at any time demand that a club alter its registration if they consider that there is a good reason for so doing.
- 2) Applications for transfers may be made in writing to the League Secretary by the applicant's new club stating the reasons for the request. If the reasons advanced are considered satisfactory the Management Committee may grant a transfer and the player shall then be eligible to play immediately for his new club.

#### **9 E Withdrawals from the League**

- 1) If a team wishes to withdraw from the League they must notify the League Secretary in writing.
- 2) When a team withdraws from the League before they have completed half of their fixtures then all their matches shall be declared void. When a team withdraws after completing half of their fixtures then only the matches played in the second half shall be declared void, the others shall stand.
- 3) The club withdrawing a team from any division shall be fined in accordance with rule (19.h).

#### **9 F League Averages**

- 1) The League Secretary shall be responsible for the recording of the individual averages according to the games played.
- 2) A player must play at least 66% of the scheduled fixtures to qualify for an average.
- 3) Walkovers, void matches and play-offs will not be taken into account for the purposes of calculating the averages.
- 4) At the end of each League Section, the player finishing first in a division shall receive an award.

## **10 ISLAND CHAMPIONSHIPS**

- a) The Championships shall be held annually and shall be open to all Island residents who have been domiciled in Guernsey at least thirteen consecutive weeks prior the event.
- b) The Tournament Committee shall decide all competitions to be held provided that at least four entries are received.
- c) All events, except the Consolation Singles for which there shall be no seeding, shall be seeded in accordance with the ITTF regulations.
- d) The Management Committee shall decide the entry fee for each event in the Championships and these fees must accompany the entry form.
- e) All events shall be played up to 11 points and the best 4 of 7 games with the exception of the Consolation Singles, which will be the best 3 of 5 games.
- f) The date to determine the eligible age for entries shall be detailed on the reverse of the entry form.
- g) A player shall be eligible to enter the Consolation Singles event if he loses his match on his first visit to the table providing that it is not a semi-final or final.
- h) No late entries shall be permitted. Substitution of one of a doubles pair may be permitted by the Tournament Committee, in the first instance, the substitute player shall be drawn by lot from those entering the event but who were not paired, if any; thereafter substitution will be permitted provided that the substitute player has entered another event but not the doubles event in which a substitution is requested.
- i) Substitutions are not allowed in the Singles events.
- j) The winner and runner-up of each event shall receive an award.
- k) Where appropriate, the winners shall automatically qualify for the Channel Islands Championships.
- l) The Tournament Committee shall govern other arrangements not specifically covered in the above.

## **11 DIVISIONAL SINGLES CHAMPIONSHIPS**

- a) A Championship for each division will be held annually provided there are at least four entries. These Championships will be open to all registered league players and reserves.
- b) A player or reserve may play in the division in which they are registered and as many of those above as the Tournament Committee shall deem appropriate depending on the number of divisions.
- c) The seeding must be in the order of the current league averages at the time of the draw.
- d) The number of seeded players shall be in accordance with ITTF Regulations.
- e) The Management Committee will decide any entry fee required.
- f) All championships shall be played best 3 of 5 games of 11 points.
- g) No late entries shall be permitted.
- h) The winner and runner-up shall receive an award.
- i) The Tournament Committee shall govern other arrangements not specifically covered in the above.

## **12 SENIOR AND JUNIOR GROUP TOURNAMENTS**

- a) These tournaments shall be held annually provided there are at least eight entries. These players must have been domiciled in Guernsey at least thirteen consecutive weeks up to the event. All matches shall be the best 3 of 5 games of 11 points.
- b) The number of groups shall be determined by dividing the total number of entries by 3, 4 or 5. One seeded player shall be allocated to each group in the order of the current first division averages at the time of the draw.
- c) If there are insufficient first division players then any other seeded players shall be allocated from the current second division averages. The remaining players shall be drawn three to a seeded player. Any players not allocated shall be added to the lowest seeded groups to make a maximum of five in any one group. Any group with less than three players available to play may be amalgamated with another group or groups playing on that evening, as long as the amalgamated group or groups do not consist of more than five players.
- d) Each player shall play the other players in his group once. The winner of each match shall be awarded one point. The winner shall be the one with most points in his group. The runner-up or runners-up shall be the player or players with the next number of points. The winner and runner-up or runners-up of each group shall qualify for the straight knock out event.
- e) The Management Committee will decide any entry fee required.
- f) No late entries will be permitted. No alterations or substitution to groups will be permitted.
- g) The winner and runner-up of the knock out event shall receive an award.
- h) The tournament Committee shall govern other arrangements not specifically covered in the above.

### **13 INDIVIDUAL HANDICAP**

- a) This tournament shall be held annually provided there are at least four entries and shall be open to all registered league players and reserves.
- b) The Tournament Committee shall give a handicap number to all league and reserve players.
- c) The handicapping method is to be reviewed annually by the Management Committee and the system adopted for the ensuing season.
- d) There shall be no seeding of players.
- e) The Management Committee will decide any entry fee required.
- f) This tournament shall be played on a straight knock out basis and shall be the best 2 of 3 games of 21 Points.
- g) No late entries shall be permitted.
- h) The winner and runner-up shall receive an award.
- i) The Tournament Committee shall govern other arrangements not specifically covered in the above.

## **14 TEAM HANDICAP**

- a) This tournament shall be held annually provided there are at least 4 entries and shall be open to all league teams.
- b) The Tournament Committee shall give a handicap number to all league and reserve players.
- c) A registered reserve may play for any his Club's teams but once he has represented that team then he cannot play for any other team until that team has been knocked out of the competition.
- d) The away team may claim the table for practise for ten minutes before the start of the match.
- e) The games shall be played as set out on the score sheet.
- f) Any player not present when scheduled to play shall forfeit the game to the opposing team.
- g) In any match when both teams are incomplete the match shall be declared void and both teams shall be scratched from the tournament.
- h) The home team shall forward the correctly completed and signed score sheet to be received by the Tournament Secretary no later than 72 hours from the date of the match.
- i) There shall be no seeding of teams.
- j) The Management Committee will decide any entry fee required.
- k) This tournament shall be on a straight knock out basis.
- l) No entries shall be permitted after the draw has been made.
- m) The winning and losing finalists shall receive an award.
- n) The Tournament Committee shall govern other arrangements not specifically covered in the above.

## **15 LOWER DIVISIONS SINGLES**

- a) This tournament shall be held annually provided there are at least six entries and shall be open to all registered league players and reserves in those divisions that the Tournament Committee shall decide are eligible for this event. All matches shall be the best 3 of 5 games of 11 points.
- b) The number of groups shall be determined by dividing the total number of entries by 3, 4 or 5. One seeded player shall be allocated to each group in the order of the current league averages at the time of the draw. The remaining players shall be drawn three to a seeded player. Any players not allocated shall be added to the lowest seeded groups to make a maximum of five in any one group. Any group with less than three players available to play may be amalgamated with another group or groups playing on that evening, as long as the amalgamated group or groups do not consist of more than five players.
- c) Each player shall play the other players in that group once. The winner of each match shall be awarded one point. The winner shall be the one with most points in his group. The runner-up or runners-up shall be the player or players with the next number of points. The winner and runner-up or runners-up of each group shall qualify for the straight knock out event.
- d) The winner and runner-up of the knock out event shall receive an award.
- e) The Management Committee will decide any entry fee required.
- f) The tournament Committee shall govern other arrangements not specifically covered in the above.

## **16 LOWER DIVISIONS DOUBLES**

- a) This tournament shall be held annually provided there are at least six entries and shall be open to all registered league players and reserves in those divisions that the Tournament Committee shall decide are eligible for this event. All matches shall be the best 3 of 5 games of 11 points.
- b) The number of groups shall be determined by dividing the total number of entries by 3, 4 or 5. One seeded pair shall be allocated to each group in the order of the current league averages at the time of the draw. The remaining pairs shall be drawn three to a seeded pair. Any pairs not allocated shall be added to the lowest seeded groups to make a maximum of five in any one group. Any group with less than three pairs available to play may be amalgamated with another group or groups playing on that evening, as long as the amalgamated group or groups do not consist of more than five pairs.
- c) Each pair shall play the other pairs in the group once. The winner of each match shall be awarded one point. The winner shall be the one with most points in his group. The runner-up or runners-up shall be the pair or pairs with the next number of points. The winner and runner-up or runners-up of each group shall qualify for the straight knock out event.
- d) The winner and runner-up of the knock out event shall receive an award.
- e) The Management Committee will decide any entry fee required.
- f) The tournament Committee shall govern other arrangements not specifically covered in the above.

## 17 HARD LUCK TROPHY

a) This trophy shall be awarded annually to the player who plays consistently well throughout the season's various events provided the player has not won any of the tournaments that count for points for this trophy. The eligible events for this trophy shall be decided by the Management Committee and points awarded as follows: -

- Losing Finalist 3
- Losing Semi-Finalists 2
- Losing Quarter-Finalists 1

b) The player with the most points is the winner. In the event of a tie then the player who has won the most games in the quarter, semi and final rounds shall be winner. If the number of points and games won are equal then the trophy shall be shared.

c) The Tournament Committee shall govern other arrangements not specifically covered in the above.

d) The Management Committee shall determine from time to time which events/tournaments are eligible for this trophy.

## **18 UMPIRES**

Prospective candidates for umpiring of representative matches and official tournaments shall qualify by examination.

They must possess: -

- a) Complete knowledge of the Laws of Table Tennis in accordance with the ITTF.
- b) The ability to interpret the "laws" effectively and efficiently.
- c) A suitable personality that will command respect and acceptance of their decision on all points of play.
- d) Candidates wishing to qualify as official Umpires must apply in writing to the General Secretary who shall arrange examinations when required. Such examinations shall be oral and practical.
- e) Successful candidates shall be placed on the official list of Umpires.

## **19 FINES AND DEPOSITS**

- a) If a club is not represented at an AGM, EGM or a Council Meeting it shall be fined £10.00 unless the General Secretary has received a letter of apology before the date of the Meeting.
- b) A Club calling a Council Meeting under Rule (6.a) shall pay a deposit of £10.00 which is to be included with their written appeal to the General Secretary. If the appeal is upheld then the deposit shall be refunded.
- c) If a team member is not present when scheduled to play resulting in a walkover, a fine of £5.00 per game forfeited shall be imposed except where the player's absence is due to injury or indisposition received during play per Rule (9.A.7).
- d) If a team fields an ineligible player or players, the games forfeited under Rule (9.A.8) shall attract a fine of £5.00 per game forfeited.
- e) If a team fails to turn up for a scheduled league match, Rule (9.A.9), a fine of £5.00 shall be imposed in addition to the player short fines as per rule (19.d).
- f) Failure to make the completed score sheet available to the League Secretary within 3 days of the match having been played will result in the home team receiving a £5.00 fine, per Rule (9.A.10).
- g) A fine of £50.00 shall be levied against any club withdrawing a team from the league per Rule (9.E.1)
- h) Any player entering GTTA or affiliated tournament and fails to turn up for that tournament without informing the organisers prior to the event shall forfeit the entry fee.
- i) A member of any club not having paid any monies due to that club or to the GTTA in respect of the previous season may be posted as a defaulter. The General Secretary shall prepare a list of such defaulters and circulate the same to all affiliated clubs. A posted defaulter may not take part in any competition or administration until the outstanding debt has been settled. The General Secretary shall immediately be informed so that the defaulters name can be removed from the list and affiliated clubs advised accordingly. Fielding a defaulter shall be deemed as fielding an ineligible player and the club fined in accordance with rule (9.A.8).
- j) The Management Committee has the power to impose a levy, fine or other sanction for any matter not specifically covered by the above.
- k) Late payment of registration fees is subject to a percentage levy on the outstanding amount. The percentage penalty to be determined by the Management Committee.
- l) A fine of £5.00 will be levied against any club team that fails to notify the League Secretary of a fixture alteration.

## **20 DUTIES AND RESPONSIBILITIES**

### **A The Management Committee**

- 1) Arrange a calendar of events including venues.
- 2) Collection of trophies, engraving of trophies and preparation of certificates.
- 3) Purchasing miniature trophies, medals, badges and certificates.
- 4) Appoint representatives for International events including Inter-Insular Meetings.
- 5) Appoint an Official in charge of any party travelling abroad.
- 6) Maintain clothing in a presentable condition.
- 7) Arrange inspection of playing conditions and equipment of affiliated clubs.
- 8) Arrange adequate insurance of trophies and other equipment.
- 9) Allow affiliated clubs to hold open tournaments provided they submit a set of rules governing that tournament. The rules of such tournaments must be acceptable to the Management Committee and are to be attached as an appendix to the GTTA rules.
- 10) Appoint a Tournament Committee responsible for the conduct all GTTA tournaments and events

### **B The President**

- 1) Ensure the smooth running of the GTTA.
- 2) Call meetings as necessary and preside as Chairperson.
- 3) Draw up an agenda in co-operation with the General Secretary.
- 4) Sign the minutes of the previous meeting or meetings.
- 5) Ensure that all members of Management and Selection Committee perform their duties efficiently.
- 6) Notify the Vice President if he is unable to carry out his duties.

### **C Vice President**

- 1)The Vice President shall assist the President in carrying out his duties and in his absence shall become Acting President and assume all the President's duties and responsibilities.
- 2)The Vice President shall be responsible for chairing the regular Management meetings.

### **D The General Secretary**

- 1) Record the minutes of all GTTA meetings.
- 2) Draw up an Agenda in co-operation with the President.
- 3) Notify all persons concerned of forthcoming meetings.
- 4) Deal with GTTA correspondence.
- 5) Attend to other duties as required by the President.

## **E The League Secretary**

- 1) Ensure the smooth running of the Senior and Junior leagues.
- 2) Report any infringements to the Management Committee.
- 3) Notify the Treasurer of any fines due for collection.
- 4) Attend to other duties as required by the President.

## **F The Treasurer**

- 1) Collect or pay any monies due or owed to or by the GTTA.
- 2) Record all transactions.
- 3) Maintain sufficient balance in a current account with any surplus being kept on an interest bearing account.
- 4) Keeping of stock records.
- 5) Present the Audited Accounts for the year ended 30 June at the AGM.
- 6) Attend to other duties as required by the President.

## **G The Tournament Secretary**

- 1) Arrange tournaments as per the current regulations.
- 2) Report to the Management Committee at the preparation stage and again on the completion of a Tournament.
- 3) Ensure that tournament draws are made by more than one person.
- 4) Ensure that all clubs are advised in writing of any changes.
- 5) Attend to other duties as required by the President.

## **H The Auditors**

- 1) Examine the records and accounts kept by the Treasurer and report their findings to the AGM.

## **21 Approved Club Tournaments**

Mark Kilby Hard Bat Trophy

Jack Carrington

Capelles Open Handicap Doubles

Capelles Ladies Handicap Singles

Capelles Open Singles

Hugh Butterfield Open Non League Singles

Spot for Sport

St Paul's Open Handicap Singles

St Paul's Open Handicap Doubles

Lions Novelty Doubles

Whistlers Open Veterans Singles

Whistlers Open Ladies Singles

Whistlers Open Doubles

Whistlers Open Singles

## **22 Revisions**

26.07.2005 – Sections 8, 13 and 14 amended to read the Tournament Committee shall give a handicap number to all league and reserve players as it was agreed that the original wording making handicaps the responsibility of the Selection Committee was a composition error.

21/04/2008 – Title change from Deputy President to read Vice President. It was agreed by Management that this title name change did not constitute a rule change.

21/04/2008 – Changed so that relevant sections now read in the absence of both the President and Vice President a member of the Executive will be chosen by those present to act as Chairperson or words to that effect. It was agreed by Management that this did not constitute a change of rule only a clarification of an existing one.

21/04/2008 – Section 20 C changed, at the request of Management, to reflect that chairing the Management meetings was now part of the responsibilities of the Vice President.

14/07/2008 – It was agreed at the AGM that rule 9 (g) be changed from 31<sup>st</sup> October to 30<sup>th</sup> September.

27/07/2009 – It was agreed at the AGM that rule 9 be changed to reflect the new ruling with regard to the postponement of league matches.

27/07/2009 – It was agreed at the AGM that rule 9 be changed to reflect the change regarding incomplete teams.

27/07/2009 – It was agreed that rule 7 (e) be changed to reflect that either the President or Vice President would normally chair the Management meetings and that in their absence the meeting would elect a chairperson from the Executive members.