

# GREAT YARMOUTH & DISTRICT TABLE TENNIS LEAGUE

## LEAGUE CONSTITUTION

- C 1 The League shall be called the Great Yarmouth and District Table Tennis League (GYDTTL) and participating clubs must be within a 10 mile radius of Gt. Yarmouth Town Hall.
- C 2 The objectives of GYDTTL are the fostering and promotion of organised participation in the game of Table Tennis.
- C 3 The League shall affiliate to the ETTA and shall abide by the playing rules issued by the parent organisation.
- C 4 The League shall be governed by a Committee which shall consist of the following Officers and who shall retire annually and be eligible for re-election:

Chairman  
Vice Chairman  
General Secretary  
Treasurer  
Match Records Officer  
Tournament Officer  
Press Officer  
Minutes Secretary

\*\* General Committee members - up to a maximum of six, elected at the AGM.

\*\* Any committee member failing to attend three consecutive committee meetings without apology or good reason shall be deemed to have resigned his/her position.

### Duties & Functions of Officers:

In addition to their specific roles all officers will act appropriately under the direction of the Committee.

- C 5 **Chairman** (also Vice Chairman in Chairman's absence) - Preside over Committee meetings & facilitate orderly, timely & efficient disposition of the business to be discussed per published agendas.  
- Rule on "points of order".  
- Provide advice & guidance to the Committee where appropriate.  
- Chairman is Non-Voting on those items that require a vote, however in the event of a tied vote he may cast a vote to decide the issue.
- C 6 **General Secretary** - Receive items for discussion by the Committee and to produce agendas.  
- Convene and attend all Committee meetings.  
- Deal with all correspondence not specifically dealt with by other officers in their capacities.  
- To take minutes of meetings in the absence of the Minutes Secretary.  
- On retiring from office to hand over to the Chairman all documentation belonging to the League.
- C 7 **Treasurer** - Responsible for all monies received, their proper banking and all disbursements of the League.  
- Keep proper Books of Account.  
- Prepare the League's Annual Statement of Accounts, to run from May 1st to April 30th, for adoption at the Annual General Meeting.  
- Maintain records of all Registered Teams and Players.  
- On retiring from office to hand over to the Chairman all books, monies etc. belonging to the League.
- C 8 **Match Records Secretary** - Prepare an annual Fixture List for all Divisions in the League.  
- Receive Match Result cards and report to the Committee any breaches of the League's rules pertaining to them.  
- Compile statistics of Team and Player standings on a timely basis as required by the General Committee and Handicap Committees.  
- On retiring from office to hand over to the Chairman all documents, records etc. belonging to the League.
- C 9 **Tournament Officer** - Ensure availability of venues and equipment for the League's published schedule of tournaments.  
- Coordinate the running of tournaments and ensure compliance of tournament rules and to

adjudicate where necessary.

- Liaise with the Press Officer the results of tournaments.
- Prepare an annual list of trophy winners for the Trophy Officer.

- C 10 **Press Officer(s)** - Receive League Match & Tournament reports from the appropriate Officers.
- Submit match reports for publication in the local press and the League's website.
  - to arrange under the direction of the Committee any other items that require publication or publicity.
- C 11 **Minutes Secretary** - Attend Committee meetings and the Annual General Meeting to accurately record the business transacted and decisions made.
- Prepare final written Minutes for adoption at the next appropriate meeting.
- C 12 **Webmaster** - To maintain and develop the League's website in accordance with the League's Code of Practice.

#### **Duties & Functions of Committees:**

- C 13 **General Committee** - Shall meet no less than bi-monthly and at other times as necessary.
- Cause the arrangement of an appropriate annual programme of team and player events.
  - Deal with all reports, disputes or protests submitted by clubs, teams or players.
  - Deal with all cases of misconduct by clubs, teams or players.
  - May co-opt other persons to assist in certain matters if deemed appropriate.
  - Deal with any other League matters arising.
  - All officers are ex-officio members of all other sub committees.
  - Where appropriate form sub committees to handle specific and on-going matters of business. Current sub committees are shown in sections C15 to C19
- C 14 **Sub Committees** Sub Committees are autonomous in the matters directly delegated to them. They may also co-opt other Committee members should the situation require it.
- C 15 **Registrations Committee** - To receive directly or via the Treasurer all applications for Team and Player registrations.
- Determine the suitability of teams and players for inclusion in the League.
  - Determine the appropriate Division in which newly formed teams will play in by reference to the ability of it's players.
- C 16 **Match Claims Committee** - Receive and adjudicate on protests and disputes reported to them regarding League Matches.
- Advise relevant Team Secretaries, General Committee and Match Records Officer as appropriate their findings and decision.
- C 17 **Handbook Committee** - Cause the League's annual Members Handbook to be published in timely manner.
- Ensure the contents of the Handbook include the following minimum information:
    - Names & contact details of League Officers & General Members
    - Current League Rules & Constitution
    - Coming season's participating Teams and Fixture List
    - Team contact details.
- C 18 **Handicap Committee** - Establish players handicaps for the start of each season and to review at least on one further occasion during the season.
- Receive and consider applications for a review of any player's handicap during the season from players or Committee members.
  - Ensure that all Team Secretaries are in possession of current player handicap information.
- C 19 **Tournament Committee** - With reference to the League Match fixture list, set dates for the coming season's existing tournaments and ensure notification to Team Secretaries.
- Design the format of tournaments and the rules under which they are played.
  - Amend tournament rules as necessary.
  - Recommend to The Committee any tournaments that should be discontinued or suggest new tournaments for review.
  - Ensure that the Tournament Officer has possession of all relevant information to ensure successful organisation of tournaments.

## **Annual & Special General Meetings**

- C 20 The League shall call an Annual General Meeting (AGM) to be held not later than the last Friday in May.  
Minimum items for presentation and discussion are :
- Minutes of previous AGM to be read & adopted.
  - Presentation of Annual Statement of Accounts.
  - Election of Officers and General Committee.
  - Any proposed alterations to Rules.
- C 21 Proposed additions, alterations or revisions of Rules shall be submitted in writing to the League Secretary at least twenty eight days prior to the AGM or Special General Meeting and Rules shall only be amended by such meetings.
- C 22 Each registered team must have at least one representative attending the AGM. A fine of £5 will be imposed on any team which fails to comply.
- C 23 Only registered League members are allowed to vote at Annual General Meetings or Special General Meetings.
- C 24 Any proposed alterations to the rules are to be subject to a Vote at the AGM of the GYDTTL. A simple majority vote is required for any motion to be carried.
- C 25 The General Committee may convene a Special General Meeting by giving seven day's notice to all registered teams. Additionally, by giving 14 days notice to the League Secretary a Special General Meeting may be convened upon a requisition of one third of registered teams. The convenors to specify in writing the resolution or resolutions they intend to submit to such a meeting. No other business will be discussed other than that stated in the depositions.
- C 26 Dissolution of the League. If at any General Meeting of the League a resolution be passed calling for the dissolution of the League then a Special General Meeting shall be held not less than a month thereafter to discuss and vote upon the resolution. If at that meeting the resolution is carried by at least two thirds of those present then the Committee shall proceed to realise the assets of the League and discharge all the debts and liabilities of the League. Any remaining funds to be allocated in a manner as seen to be fair and to be agreed by all members of the League.

## **GYDTTL RULES & REGULATIONS**

### **MEMBERSHIP**

#### **Team Registration**

- M 1 All applications for registration must be authorised by the committee who shall have the power not to accept any registration.
- M 2 Each team shall pay an annual registration fee to GYDTTL and shall be remitted with a properly completed official application form to the League Treasurer. Team registration payments are not refundable.
- M 3 Clubs with more than one team must register players for a specific team. A minimum of four players must be registered per team unless able to call on Club members from teams in a lower division in which case three is the minimum. However there should be no more than five players registered per team in Division 1.
- M 4 Each team shall be responsible for notifying the Match Records Secretary and all the Secretaries in their particular Division of any change which may occur in the secretaryship, playing venue or home playing night of their team.

#### **Player Registration**

- M 5 All applications for registration must be authorised by the committee who shall have the power not to accept any registration.
- M 6 Every player shall pay an annual registration fee to GYDTTL and shall be remitted with a properly completed official application form to the League Treasurer.
- M 7 The registration fee for the Junior players is half the Senior fee. To qualify as a Junior a player must be under 17 years of age preceding the start of season.

- M 8 No player may play in more than one division of the League (except in rules M9 & M10) or for more than one club unless granted a transfer by the committee. Transfers may be granted at the discretion of the committee up to \*\* the 1st March in any one season provided that a written request is submitted giving full circumstances of the request to the Match Records Secretary. A period of three days from approval must elapse before any registered player be allowed to play in a match.
- M 9 Associate Members. The League wishes to promote interest amongst inexperienced young players and whose age qualifies them to be classed as a junior per rule M7, but who are not League registered members. These players may \*\* participate in a scheduled league match or League sponsored tournament, excluding the League Cup and Spring Pairs, and their game results will count toward that events final result. League match participation to be limited to a total of three league matches per season, but playable in any division. There is no limit to their participation in tournaments. Any such participation is to be notified to the League Treasurer or Match Results Secretary or Tournament Officer at least 48 \*\* hours before their appearance for the junior to be registered as an Associate Member, however they must pay the appropriate ETTA registration fee and be added to the GYDTTL list in order that insurance cover is effected. The League Committee has the auth to approve, vary, or refuse each and any participation. Should such a junior player subsequently wish to participate in more than three League matches it will be necessary for them to become a member of a registered team and that team secretary to submit a player registration for them.
- M 10 All teams in the higher divisions may call on any player from lower divisions to represent them in a higher division League Match. However, any such lower divisional player may not play more than six matches for that team in the higher division, and may only play for the one team in any division. If the player exceeds this number he shall only be entitled to continue playing in such higher division. There is no limit for the number of matches for registered Juniors.
- M 11 The Committee has the power to make discretionary grants to individual League members for coaching purposes, dependant upon the League's financial situation at the time.

### **Player Conduct**

- M 12 Unacceptable Conduct. Complaints of unacceptable or inappropriate behaviour of members, or of their refusal to abide by any of the League Rules, must be submitted to the committee in writing and will be reviewed by the committee. The offending member will in all cases have the right to reply to any complaint made against them & this will also be considered by the committee. The committee have the authority to impose warnings, penalties, sanctions etc. appropriate to the nature of the behaviour, including a period of suspension if deemed appropriate. In serious cases League membership may be withdrawn. Should a complaint be upheld then the member will have the right to appeal the committee decision, in writing or in person, within seven days of being notified of that decision.
- M 13 No Smoking is to be allowed in the room where a Table Tennis match is being played.

## **DIVISIONAL STRUCTURE**

- D 1 The League shall consist of as many divisions as deemed practical and the committee shall provide an appropriate \*\* number of games.

### **Promotion & Relegation**

- D 2 When the number of registered teams and the structure of the League allows, the team finishing top of a lower division will receive automatic promotion to the division immediately above and the team finishing bottom of a division will be relegated to the division immediately below.
- D 3 The team finishing as "runner-up" in a lower division shall have the right of promotion. Should this team not wish to exercise that right, the reasons for that decision shall be placed in writing and presented to the Committee no later than 30th June. The Committee will then decide in which division that team shall participate.
- D 4 In the event of teams being level on points and games average, then to determine promotion and relegation issues a play off consisting of 9 singles shall take place at a neutral venue unless previously agreed otherwise between the two captains.
- D 5 Ultimately, the Committee shall decide which teams are to be promoted and relegated and in which division any new teams will participate.
- D 6 Should any registered team be unable to complete all their fixtures in a season the Match Claims Committee shall review all of that team's unplayed matches to determine if there could be any effect on promotion or relegation

issues. The Committee has the discretion to award a result of 10-0 to all those teams with outstanding matches or to disregard all previous fixtures played by the defaulting team and all team standings adjusted accordingly.

## **L LEAGUE MATCH PLAY**

### **Completion of Fixtures**

- L 1 All matches to be completed by dates fixed annually by the Committee and shown on the fixture list.
- L 2 The Committee has the authority to discipline any team which fails to complete its fixtures by the end of each half of the season by a fine not exceeding £5 or expulsion.
- L 3 During the last three weeks of each half of the season it is not permissible to postpone any match for any reason (other than those in Rule L7) unless both teams firstly agree a rearranged date within the prescribed time limit. The Match Results secretary to be informed of any such arrangements.

### **Player Eligibility**

- L 4 Any team playing an ineligible or non registered player shall concede the singles ties (and doubles if applicable) of the player concerned. The team will be liable to a fine not exceeding £5

### **Match Starting Times**

- L 5 All matches must be commenced by 7.30 pm and at least two players from each team must be present by 8.00 pm and the third player present by 8.30 pm unless a mutual arrangement has been made by the two captains. If only two players are present on each side the match must be played, with a maximum of five points being played for.  
\*\* Additionally, it is recognised that some venues may have restrictions regarding closing times. Those teams who are subject to restricted closing times may notify the handbook committee of start and end match times to be printed in the handbook. Away teams are expected to comply with these times to ensure timely completion of fixtures.
- L 6 Subject to the provisions of rule L5, any team which has less than 2 players present for any match will concede the match 0-10 and be fined £5.

### **Match Postponements**

- L 7 Matches shall be played on the dates stated on the fixture list unless a postponement is agreed by both teams. A team may however postpone a match under the following circumstances :
  - a fixture which clashes with a date on which a member or members of its team are playing in an event sponsored by the League or if a fixture falls on a Bank Holiday, and the opposing team must agree to the postponement.
  - if weather conditions are likely to compromise the safety of players travelling to and from a match.
  - if owners / managers of a playing venue influence, adversely affect or change the availability of that venue without giving GYDTTL or relevant teams due notice.In the event of such a postponement then not later than 10 days after the date of the original fixture the Home team must offer opponents at least two alternative dates which do not clash with a scheduled fixture, giving a minimum of five days notice taken from the time of the earliest of the dates offered. The Match Records Secretary must be informed of any postponements or rearrangements. Opponents must accept one of the dates offered. Any team defaulting on a rearranged match shall concede the match 0-10.
- L 8 The postponing team is responsible for notifying the Match Records Secretary of any match postponement. Teams not complying with this rule will receive a written warning after the first offence and a £1 fine for each subsequent offence and any such fine must be paid within 14 days and the defaulting team will forfeit each succeeding match 0-10 until it is paid.
- L 8a The Match Results Secretary, as an elected officer of the League, has the authority to respond to postponements or to award points as he deems fair and reasonable. In the event of any team disputing his decision, then the Team Secretary has the right to appeal to the full committee. This MUST be in writing and received by the General Secretary within seven days of being made aware of the Match Results Secretary's decision. Informal conversations or verbal exchanges with committee members are not regarded as acceptable methods of appeal.

### **No show**

- L 9 Should any team not appear to play a match on its scheduled date or agreed rearranged date then the opposing team shall be entitled to claim the match 10-0. The Committee will review all such occurrences. Teams failing to

\*\* appear as per this rule shall be fined £5.

### **System of Play**

- L 10 Each League match shall consist of 9 singles and 1 doubles. Each team shall play every team at least once, or if twice, then on a home and away basis, unless specifically varied by the Committee.  
League match order of play is (home team first):- 1v1, 2v2, 3v3, 2v1, 1v3, 3v2, 2v3, 3v1, 1v2 and doubles.
- L 11 The home team shall nominate their players names against the playing order first.
- L 12 The umpire for each tie in every match shall be provided alternatively by the Home team and the Away team.
- L 13 ETTA officially approved table tennis balls must be used in all matches, the home team to provide the ball used.

### **Points Scoring System**

- L 14 The award of points for League matches will be 1 point for every game won for both sides. ie. a result of a 7-3 win would be 7 points to the winning side and 3 points to the losing side.

### **Submission of Match Result Cards**

- L 15 The Home team is responsible for sending match result cards to the Match Records Secretary within seven days of a match.

### **Disputes**

- L 16 Details of all claims protested and disputes shall be submitted in writing to the Match Records Secretary and will only be considered provided that they are received within 5 days of the date of the match.

## **T TOURNAMENTS - GENERAL RULES**

- T 1 No entry will be accepted unless submitted on the appropriate League Tournament Entry form, except as otherwise determined by the Tournament Committee.
- T 2 No late entries will be accepted - deadline dates will be clearly shown.
- T 3 No entry will be accepted unless the appropriate fees are forwarded with the entry.
- T 4 Any player not available at the printed starting time is liable to be scratched from the tournament.
- T 5 In junior tournaments players will only be allowed to enter a maximum of 3 events consisting of 2 Singles and 1 Doubles.
- T 6 Championship events - all registered players who have played in at least 40% of League & Cup matches by the end of February or one week before the closing date for entries whichever is the earlier, are eligible to play. However this restriction does not apply to junior players.
- T 7 For all Tournaments the Entry Fees for Juniors & full time students under the age of 21 years shall be 50% of the Senior Fees.
- T 8a League Cup. All teams registered in the League are required to participate in this competition during the specified \*\* weeks. Individual handicaps/scaling down will be used throughout. Teams may only use their current, registered players.
- 8b Spring Pairs. All teams registered in the League are required to participate in this competition with teams of two. \*\* Individual handicaps/scaling down will be used throughout. Teams may only use their current, registered players.
- T 9 Divisional Singles - this comprises of a separate event for each Division in which players are registered.
- T 10 All Tournament & League championship cups shall be returned to the Trophies Officer by the end of February. All trophies to be returned in a clean & satisfactory condition.
- T 11 The Tournament Organiser has the authority to call off any competition which is under subscribed. A decision will be made as to whether the tournament is to be cancelled or postponed.

T 12 All points not covered by these Rules shall be dealt with by the Committee whose discretion shall be final and binding in all cases.

### **APPROVED LAWS OF TABLE TENNIS**

As per rule C3, the game will be played as per the published ETTA Approved Laws of Table Tennis, as amended from time to time. A copy of these laws are available on the League's website.

### **SPECIAL NOTES**

Where two or more teams share a club room some fixture clashes may occur. Please check & agree re-arrangement dates as early as possible. Rules L7 & L16 apply. Many teams experience extreme difficulty in rearranging matches hence the need for games to be played on the stated dates.

Please note : no smoking during matches as per rule M13

**All players are reminded of the high standards of behaviour & sportsmanship expected of them as members of the League. It is essential these standards are observed to ensure all participants enjoy the game in the way it is meant to be.**

**\*\* Denotes changes made at the 2011 AGM**