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## **BY-LAWS & REGULATIONS OF THE GOLD COAST TABLE TENNIS ASSOCIATION INC. (here known as 'GCTTA')**

### **1. INTRODUCTION**

These by-laws are for internal use of the Gold Coast Table Tennis Association Inc. hereafter known as the GCTTA Rules and are subject to the over-riding Rules (CONSTITUTION) under which the GCTTA is incorporated.

### **2. COMPOSITION**

As determined in the Rules (CONSTITUTION) the GCTTA shall consist of:

- ordinary members which may constitute individual members or clubs and
- life members

### **3. SUB-COMMITTEES OF THE ASSOCIATION**

The Committee may select any number of sub-committees to undertake specific tasks on behalf of the GCTTA. These sub-committees may include the following:

- **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. It is also responsible to arbitrate in disputes arising from any of the above matches, to convene and hear complaints about player conduct and levy appropriate penalties. Any penalty that merits a suspension is to be referred to Committee of GCTTA. The *composition* of this sub-committee will be at least *three members* of the full Committee with powers to co-opt others as required.
- **Promotions Committee** which is responsible for the promotion of the game of Table Tennis through contact with the media and other organizations which can foster the development of the sport. It also has the responsibility of fund-raising for the club. The Promotions Committee can also arrange social events for players and their families in order to develop greater harmony within the Association. The composition of this sub-committee shall be the Promotions Officer and two members of the full Committee with powers to co-opt. This sub-committee also has the responsibility of arranging the annual Christmas Party and Prize-Giving for the Association, in conjunction with the Finance and Planning Committee.
- **Finance and Planning Committee** which is responsible for the overall financial control of the Association including the levying of appropriate fees after determination by the members at a general meeting. This Committee has the responsibility for the preparation (after consultation with other sub-committees) of the budget for the GCTTA and its presentation to the full Committee. The composition of this sub-committee shall be the Treasurer of the association and at least two other members of the full Committee with powers to co-opt.
- **Coaching Committee** whose responsibility is to provide coaching to any persons, whether members of the Association or not, in the improvement of their skills. The Coaching Committee may determine, with the ratification of the full Committee, fees for coaching and

recommend payment to coaches. A minimum of two members of the full Committee shall be on this sub-committee and one of these to be appointed Director of Coaching. This sub-committee will also have powers to co-opt other members as required.

- **Junior Committee** representing those junior players of the Association under 18 (eighteen) years. A minimum of one full Committee member shall be on this sub-committee with powers to co-opt. Parents and friends of junior players can be co-opted to this sub-committee.
- **Maintenance Committee** with responsibility for the general maintenance of property and equipment belonging to the Association. This sub-committee shall consist of at least two members of the full Committee with powers to co-opt. Any major maintenance requirements are to be referred by this sub-committee to the full Committee.

#### **4. SELECTORS.**

Selectors are responsible for the selection of players/teams to represent the GCTTA in tournaments and championships and to nominate eligible players for selection in State teams. Selectors shall comprise three members of the full Committee and their decisions shall be final.

#### **5. OFFICE BEARERS.**

As well as those positions stipulated in the Constitution, the full Committee may appoint a person or a Committee member/s to fill the following positions:

- Patron
- Assistant Secretary
- Assistant Treasurer
- Publicity Officer
- Records Officer
- Honorary Solicitor

The duties of these positions are to be determined at the time of appointment of these officers.

#### **6. NIGHT CONTROLLERS.**

The Committee will appoint a person or persons to be responsible for the efficient running of fixture days, social playing sessions and coaching sessions. Their duties shall include:

- Opening and closing of premises and setting of alarms.
- Collection of playing fees, compilation of fixture running/score sheets, sales of canteen items and customer service as necessary.
- Arranging and clearance of replacement players only when not able to be arranged by relevant teams.
- Announcements as necessary.
- Ensuring that score sheets are correctly completed and filled out, and team results shown on the board.
- Checking/restocking supplies (canteen, fridge, toilets, etc) as necessary.
- General clean-up of club premises.

Night controllers need not be member of the full Committee but must be financial member of the association.

#### **7. AFFILIATION**

##### **Individuals, Teams and Clubs**

The full Committee may grant affiliation to any person, team or club desirous of participation in competition fixtures conducted by the Association. Such affiliations must be approved by the full Committee and then admitted to the Association. All persons/organisations seeking affiliation shall forward to the Secretary such information as required on the prescribed form together with an affiliation fee as determined from time to time by the full Committee or General Meeting in accordance with the Constitution. Applications for affiliation shall be considered as soon as possible by the full Committee and each approved application shall be valid for the succeeding fixture season only, unless an application is approved part way through a current season in which case the affiliation will apply for the current season only.

## **Associations**

The GCTTA may grant affiliation to any other Associations in Queensland. Applications must be considered by the full Committee and to be successful must have at least a 2/3 majority in voting. The Council may request specific information from those Associations seeking affiliation for consideration prior to making a decision.

### **8. DELEGATE TO THE BODY CONTROLLING TABLE TENNIS**

The Committee may appoint annually a delegate to represent the GCTTA at the annual general meeting of the said body. The delegate will be responsible to vote on behalf of the GCTTA on any matters raised at the meeting.

### **9. PROTEST PROCEDURES**

All protests, charges or matters in relation to the running of fixtures and tournaments shall be submitted in writing to the Secretary of the Association containing a full statement of the matter under review and shall be lodged within 7 days of the date of the matters concerned.

In the first instance the Tournament Committee will consider the complaint and make appropriate decisions. The parties concerned may appeal to the full Committee through the Secretary within 7 days of the decision conveyed to them. In such instances the Secretary will advise all parties at least 7 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. 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 person at any stage of the hearing.

### **10. SEASONS**

The dates and duration of future seasons will be determined each year as required by the full Committee.

### **11. GRADING OF PLAYERS**

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 a particular division the Tournament Committee has the power to ensure that the same team structure does not appear in the next competition if it feels this is necessary for the fairness of the competition. Players finishing in the top few individual rankings of a competition have the option of moving to a higher division and can be required to do so by the Tournament Committee. Likewise players in the lower few individual rankings can be required to play in a lower division.

Where the Tournament committee considers there will be uneven competition in a division 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 full Committee, but the decision of the full Committee will be final.

### **12. PLAYER RANKINGS**

The full Committee or appointed person(s) shall have calculated throughout the fixture season the player's matches played, number of wins and averages to ascertain player performance. At the end of the fixture season a player must have played in at least 75% of singles matches to be eligible to be awarded the best player trophy/award for that division. Player averages are calculated as a percentage of wins against rubbers played for the player's own team. Percentages for where a player has played as a fill-in will be maintained separately. In the event of a forfeit by the opposing team or player(s) of that team then the rubbers won on the score sheet shall be calculated as a win in terms of calculating averages.

Conversely a forfeit offered by a player will count as a loss.

### **13. COLOURS**

The colours of the Association shall be Royal Blue, Gold & White, but other colours may be used in smaller promotions on shirts, emblems, etc.

### **14. LOGO**

The logo of the Association will be that determined by the full Committee and ratified by the Annual General Meeting in the year that the logo is determined or changed.

## 15. REPORT OF CAPTAIN AND MANAGER

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 2 weeks of the match or tournament. This is to enable details of such tournaments to be published for the information of other members in the club newsletter and for club records.

## 16. LENGTH OF FULL COMMITTEE MEETINGS

The length of full Committee meetings will be no longer than two and a half hours with the option to extend the meeting for a further half hour only to complete discussion on agreement of a majority vote. Full Committee meetings will generally be held once per month or at other times as deemed necessary by the executive of the full Committee.

## 17. FEES

The fees for playing, registration and membership shall be as determined by the members at the Annual General Meeting each year or as required, and shall be notified by placement of a notice on the notice board in the GCTTA centre or by written advice.

# PLAYING REGULATIONS

**(1) TEAMS:** A team shall comprise any number of players with a minimum of 2 (two) in a two-person team competition and 3 (three) in a three-person team competition. At most 3 (three) players can compete as a team in a two-person team competition and at most 4 (four) players in a three-person team competition. In finals those players who have played the majority of matches during the competition must comprise the team for the final.

This can only be varied subject to the approval of the Tournament Committee.

**(2) MATCH:** In two-person team competitions a match shall generally consist of 5 (five) rubbers comprising 4 (four) singles and 1 (one) doubles. In singles each player shall play the two players in the opposing team. Each rubber shall be the best of 7 (seven) games to 11 (eleven) points, or as determined by the Tournament Committee. In three-person team competitions a match shall generally consist of 11 (eleven) rubbers comprising 9 (nine) singles and 2 (two) doubles, each the best of five (five) games to 11 (eleven) points, or as determined by the Tournament Committee. Each singles player shall play each of the opposing 3 (three) singles players. A different pair shall play each doubles rubber after the 3rd (third) and 6th (sixth) singles. The format for mini seasons or social fixtures may vary from that outlined above as determined by the Tournament Committee.

**(3) TIMES:** Matches shall commence at 6:30pm SHARP for Division 5 and Division 4 and 7:00pm SHARP for the other Divisions, or at those times determined by the Tournament Committee. Matches should finish at approximately 10pm for Division 5 and Division 4 and at approximately 10:30pm for the other divisions. If it appears that the match will not be completed on time, teams should make use of any vacant tables to play more than one rubber at a time to finish the match as close as possible to the designated time.

**(4) FEES:** All registration and playing fees as determined by the GCTTA *MUST* be paid by all players prior to commencement of matches. Any player who has not paid the annual registration fee by the 3rd (third) fixture night after the due date shall be deemed as unregistered. Points gained by any player or substitute whose playing or registration fees have not been paid are liable to be disallowed, subject to decision by the Tournament Committee. Such decision will not be subject to appeal, but disallowed points may be regained by payment of the appropriate fees within a time frame specified by the Tournament Committee.

**(5) SCORESHEETS:** Before commencement of any match, the scoresheet must be properly headed up showing - Division, Table Number, Week, Date and the names of the competing teams as per the draw. Team captains should list the order of singles separately and must show the first name and surname in the first section ABC or XYZ. The first name only may be used in the other sections but if the first names are the same, the surname initial should be shown. All worksheets *MUST* be totaled (rubbers and games), the winning team and match score indicated and be signed by both team captains before being handed in to the night controller by the captain of the winning team. *POINTS* will not be awarded until correctly filled-in scoresheets are handed in. It is the responsibility of the two competing teams to ensure that *ALL* details required on the scoresheet are completed correctly.

**(6) ORDER OF PLAY:** Rubbers should be played in the order shown on the scoresheet. Both doubles pairs must be listed separately at the completion of the first three singles. The order of play on the scoresheet can only be varied subject to the approval of both team captains. If any player is unavailable to play 15 (fifteen) minutes after the scheduled start of the match the opposing team captain can claim a forfeit unless special circumstances have been noticed by the player and this has been agreed by *BOTH* team captains prior to the commencement of the match.

**(7) SCORING SYSTEM:** The scoring system for each competition will be determined by the Tournament Committee and included in the draw for each competition.

1/ The team ranking order shall be decided by the point's total;

2/ If teams have equal number of points, then the match wins will decide the outcome;

3/ If teams are still equal then head to head results will be the determining factor.

**(8) FORFEITS:** In the event of a complete forfeit the winning team shall score 11 points in three-person team competitions, 9 points in 3 person team with no doubles and 5 points in two-person team competitions, provided that a properly constituted scoresheet that is completed accordingly showing the full names of all players who were *ACTUALLY AVAILABLE* to compete is submitted to the night controller. In the event of a team not having some players available to play, the team will be allowed to play but those matches where a team member is unavailable will be forfeited to the opposing team and relevant player in that team. If no member of a team is available to play by 15 (fifteen) minutes after the designated commencement time for the division, the opposing team shall be entitled to claim a full forfeit.

**(9) ORDER OF SERVING:** Serving at the start of each match shall be decided by the toss of a coin, roll of a ball or by agreement between teams, and must be alternated after the first rubber.

**(10) UMPIRING:** Umpiring for the first rubber shall be decided by the toss of a coin, roll of a ball or by agreement between teams for all fixture matches, but must be alternated for each subsequent rubber, unless another arrangement is agreed to by both teams. Players are reminded that umpiring is a duty and all players should umpire when it is their turn to do so.

**(11) BALL SUPPLY:** The first named team ABC, known as the *Home Team* as per the score-sheet, shall supply a new ball (or ball agreed to by both teams) for all fixture matches. An approved ball must be used and changes of ball used during a match are not permitted unless a ball is cracked/lost and a similar colour/brand ball is unavailable. The association will supply the ball for semi final and grand final matches.

**(12) SUBSTITUTES:** It is the responsibility of the individual or team captain to arrange for substitutes. Players from a team with a bye in that division on that date should be the first option for replacement players. Generally, a player can only be replaced by a player of the same or lesser ability than the player they are replacing, based on the best ranking information available at that time. Players from a particular division may be permitted to compete in the same division or in a higher division, subject to the approval of the night controller and agreement by both teams **PRIOR** to the commencement of the match. **After agreement to a substitute player by an opposing team no appeal will be possible, and results will stand.**

Players from one team *MAY NOT* play for another team in the same division on the same night, unless circumstances arise where there are no substitute players available, upon agreement by both teams and with the approval of the night controller. Results for such matches/rubbers may be subject to review by the Tournament Committee.

A substitute player *MAY NOT* play for another team in which the result may have an immediate conflict of interest in the overall outcome.

Any questions arising as to the eligibility of a substitute player shall be referred in the first instance by the night controller, and may be subsequently reviewed by the Tournament Committee. In circumstances where a team has not arranged a substitute player the night controller can, at their discretion, appoint a substitute so that the match can proceed; but the match result *WILL* be subject to review by the Tournament Committee, and their decision as to the outcome of the match will be final.

**(13) GRADING:** Acceptance of registration to play in any particular Division is subject to acceptance by the Tournament Committee and/or Selectors. In the event of approval being withdrawn, any rubbers won by players in question may be disallowed. Night controllers will advise the Tournament Committee in such instances so that points can be adjusted.

**(14) FINALS AND ELIGIBILITY:** The format for finals (if any) for each competition will be determined by the Tournament Committee and included in the draw for each competition.

If competition finals are to be played the following format shall be used:

After completion of the fixture rounds, Division winners will be determined as follows:

- \* Division with up to 5 teams: 1st team plays 2nd team
- \* Division with 6 or more teams: 1st team versus 4th team and 2nd team versus 3rd team with winner of these matches to meet in the grand final.

Finals will be held on dates and times determined by the Tournament Committee. Other matches for teams not reaching the finals can be scheduled for players subject to approval by the Tournament Committee and/or night controller.

To be eligible to compete in any finals a player must have played at least 3 matches (including singles) with the team for which he/she intends to compete, unless by agreement between the opposing team captains and the night controller. The result of such a match *WILL* be subject to review by the Tournament Committee, and their decision *WILL* be final. Forfeits will count as played matches for a player to determine finals eligibility provided the player was available to compete and his/her name appears on the scoresheet for that match.

**(15) PROTESTS:** Any protest must be in writing setting out full details and must be in the hands of the Secretary within one week of the match from which the protest arose. All decisions in relation to protests will be made in the first instance by the Tournament Committee. Players/teams have right of appeal. If the protest is referred to the full Committee their decision is final.

**(16) PENALTIES:** Any team playing an unregistered player or otherwise infringing the rules and regulations of the GCTTA shall be liable to forfeit any points gained by that team for the match in which the infringement or offences occurred. Any player who has not paid Annual registration fees by 3rd (third) fixture night after the due date shall be deemed as unregistered, and points gained by such players are liable to be disallowed.

**(17) SUSPENSIONS:** players shall be liable to suspension from play for:-

- (a) Being under the influence of alcohol or other substance in the opinion of the night controller or other GCTTA officials, while on the premises or grounds of GCTTA.
- (b) Drinking alcohol in the public or playing areas of GCTTA premises.
- (c) Creating a disturbance on the premises or grounds of GCTTA
- (d) Refusing any reasonable instruction from night controller or other officials of GCTTA.
- (e) Damaging any property or equipment of the Association
- (f) Use of abusive or foul language on the premises or grounds
- (g) Unsportsmanlike conduct, manner or attitude.
- (h) Misconduct whilst playing in tournaments held by other associations whether or not that Association lodges a formal complaint with the GCTTA
- (i) Any other reason at the discretion of GCTTA full Committee.

**(18) FIXTURE WINNERS/RUNNER UP & TOP RANKED PLAYER:**

The final winner & runner up teams shall receive medals/trophy each season in all Divisions. In a season where finals are not held, the two teams who finish in 1<sup>st</sup> and 2<sup>nd</sup> position at the end of the season, will be the winners and runners up respectively.

Awards for top ranked player in each division shall be determined by the number of individual wins for each fixture season or as determined by the Tournament Committee. To be eligible for this award, players must have played 75% of possible singles rubbers in that particular fixture season.

## **SPECIFIC EVENTS**

### **1. GOLD COAST OPEN**

The Gold Coast Open Tournament is held annually and is open to all members of GCTTA who are registered members for fixture play during that particular year, plus members of other Associations who are registered members of their Association. The following general rules apply:

- a) A competitor is eligible to play in any grade in the Gold Coast Open providing they meet criteria for entry to that grade (e.g. age, sex) and that their playing ability is appropriate to that grade. This latter condition must be certified in writing by the Secretary or other appropriate appointed official from their Association.

- b) The Gold Coast Open Tournament Committee reserves the right to refuse entry to any player to a particular grade if it is the opinion of the Committee that the player's ability is inappropriate to the grade based on information available to the Tournament Committee- (e.g. State rankings or ratings list).
- c) Any particular event in the Gold Coast Open will be staged only if adequate numbers for the event are available.
- d) Entry to any event must be on an official entry form.
- e) All appropriate entry fees must be paid prior to the commencement of the event.
- f) Doubles may or may not be held depending on the number of entries, and at the discretion of the Tournament Committee.
- g) The entry fee to the Gold Coast Closed will be determined by the Tournament Committee.
- h) Trophies, prize money or other prizes for specific events will be determined by the Tournament Committee.

## **2. GOLD COAST CLOSED**

The Gold Coast Closed Tournament is held annually and is open to all financial members of GCTTA. The following general rules apply:

- a) A competitor is eligible to play in any Division in which they have competed in a fixture season as a regular team member during that particular year, prior to the staging of the Gold Coast Closed.
- b) A competitor is eligible to play *ONE* Division higher than that in which they are competing in the current fixture season prior to the staging of the Gold Coast Closed.
- c) A competitor ranked as a bottom level player in a higher division can compete in the next lower division subject to the approval of the Tournament Committee.
- d) Competition matches in the Gold Coast Closed will be held on the normal fixture playing night for any particular Division, unless arranged otherwise by the Tournament Committee.
- e) Doubles may or may not be held depending on the number of entries, and at the discretion of the Tournament Committee.
- f) The entry fee to the Gold Coast Closed will be the player's normal fixture playing fee.

## **3. NORM KAY MEMORIAL HANDICAP TOURNAMENT**

The Norm Kay Memorial Handicap Tournament is held annually and is open to all members of GCTTA who are registered members for fixture play or social play during that particular year. The following general rules apply, although these may be varied by the Tournament Committee if necessary:

- a) Any currently registered financial member of GCTTA is eligible to play in the Norm Kay Memorial.
- b) The player's handicap will be determined by the Tournament Committee and that decision is final.
- c) All players will compete in randomly selected round robin events of a designated number of players after which the winner(s) of those round robin events (plus the best losers if required) proceed to the knockout rounds. Count backs will be held to rubbers won, and if necessary games and points.
- d) Matches will comprise of best of 3 (three) games played to 21 (twenty-one) points, with change of service after 5 (five) points or as determined by the Tournament Committee.
- e) Knockout rounds will be 8 or 16 players, depending on the number of entries.
- f) Where two players have positive handicaps the player on the lowest handicap will start on 0 (zero), and the remaining handicap points will become the other player's score.
- g) Where two players have negative handicaps the player on the highest handicap will start on 0 (zero), and the difference between the handicaps will become the negative handicap of the other player. The player on the negative handicap will revert to a score of zero when their handicap is reached.
- h) Where one player has a positive handicap, and the other player a negative handicap, each player starts on their respective handicaps. The player on the negative handicap will revert to a score of zero when their handicap is reached.
- i) The entry fee to the Norm Kay Memorial will be the player's normal social playing fee, or other fee as determined by the Tournament Committee.

## GENERAL REGULATIONS

**(1) CLOTHING:** Shall be as per ITTF rule 3.2.2 which states:-

- Playing clothing shall normally consist of a short sleeved shirt and shorts or skirt, socks and playing shoes. Other garments, such as part or all of a track suit shall not be worn during play except with the permission of the Night Controller.
- Shirts, shorts and skirts may be of any colour except that the main colour of a shirt, skirt or shorts, other than sleeves or collar of a shirt and trimming along side seams or near edges, shall be clearly different from that of the ball in use.

Shirts or T-Shirts must be worn in the centre.

**(2) FOOTWEAR:** Shall be worn at all times and shall be non-marking rubber soled shoes. Bare feet, thongs, or boots are not permitted.

**(3) NOISE:** Players are to refrain from excessive noise during matches, out of courtesy to players on other tables.

**(4) TABLE:** Players are not to place their free hand on the table, touch the net or move the playing surface in any way during play. These actions will result in lost points.

**(5) DELAYS:** Are to be kept to a minimum. Deliberate delaying tactics may be penalised by the umpire.

You are entitled to a two minute hit-up: (1) if you have not played a game (2) between rubbers

A one minute break between games is permitted.

Players should not leave the court during rubbers (up to 3 meters is allowed) except to retrieve balls.

Any undue delay can be reported by opposing captains to the Match Committee through the Night Controller for disciplinary action.

**(6) UMPIRING:** Umpiring shall be carried out with strict adherence to ITTF rule 2 “The Laws of Table Tennis”

- \* Umpiring is the responsibility of all players and all should do their share.
- \* A CLEAR CALL OF THE SCORE MUST BE GIVEN AT ALL TIMES.
- \* Umpires must be impartial.

**(7) SERVICE RULE:** Shall be as per ITTF rule 2.6 - See relevant notices posted in the club as to current rules. Umpires are expected to be familiar with, and enforce the service rule.

**(8) ADDRESSES OF PLAYERS:** Players should ensure that they have the addresses and/or phone numbers of players in their team. If players are unable to attend a fixture match it is *THEIR RESPONSIBILITY* to arrange a suitable replacement so that the match can proceed. Conditions relating to replacement players are provided to players on the match schedules. Players should ensure they have a schedule of matches.

**(9) PAYMENT OF FEES:** Players should note that for points from a match to count for their team or individual players, all relevant fees for that match must have been paid. This includes nightly playing fees and also any annual registration fees or membership fees imposed by GCTTA. If fees are not paid by the due date in the event of annual fees, or on the individual night of a match in the case of playing fees, then the point will be awarded to the opposition team.

**(10) QUERIES:** If players have any further queries they should direct them to the Night Controller who will answer them or who will refer them to the GCTTA committee for a ruling to be given.