

**RULES**  
**OF THE**  
**LANCASHIRE COUNTY**  
**TABLE TENNIS**  
**ASSOCIATION**

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# **RULES OF THE LANCASHIRE COUNTY TABLE TENNIS ASSOCIATION**

**Incorporating changes approved at the 2007 AGM highlighted in red**

## **1. NAME**

The Association shall be called the Lancashire County Table Tennis Association.

## **2. (\*) OBJECTS**

2.1. The Association shall be affiliated to the English Table Tennis Association.

2.2. The objects of the Association shall be as follows:

2.2.1. To act as the controlling and governing body for the game of Table Tennis in the County of Lancashire subject to any overriding decisions of the National Council of the English Table Tennis Association.

2.2.2. To assist and encourage the formation of Table Tennis Leagues and Clubs in the County of Lancashire, and to promote the game in every possible way.

## **3. (\*) AREA OF JURISDICTION**

The Area of jurisdiction of the Association shall be the County of Lancashire as defined by the Rules of the ETTA.

## **4. (\*) DEFINITIONS**

4.1. In these rules and Regulations made thereunder the following words and phrases shall have the meaning assigned by this rule:

4.1.1. The Association: Lancashire County Table Tennis Association.

4.1.2. Casual Vacancy: A vacancy, which occurs at a time, when the normal procedure prescribed by the Rules for filling it, cannot operate.

4.1.3. The Committee: the Executive Committee of the Lancashire County Table Tennis Association.

4.1.4. ETTA: The English Table Tennis Association.

4.1.5. Member: any person mentioned in Rule 5.1. or any official, player or other individual member of a body mentioned in Rule 5.1.2. or of a Club in membership of or affiliated to such a body.

4.1.6. National Council: the National Council of the ETTA.

4.2. Words and phrases defined by the Rules of the ETTA and not otherwise defined by these Rules shall have the meaning assigned to them by the Rules of the ETTA.

## **5. CONSTITUTION**

- 5.1. The Association shall consist of:
  - 5.1.1. President, Vice-Presidents, Honary Life Members, duly elected Officers, duly elected Committee Members and duly appointed officials.
  - 5.1.2. (\*) All Local Leagues, Directly Affiliated Clubs and Directly Affiliated Individuals affiliated to the ETTA which are within the jurisdiction of the Association as prescribed by the National Council (except those exempted by decision of the National Council).
- 5.2. (\*) The Association shall without payment of fees accept into Good Standing the following, but no other, bodies:
  - 5.2.1. All organisations within the jurisdiction of the Association which are in Good Standing with the ETTA.
  - 5.2.2. All County or Regional Associations or organisations covering the area or part of the area of jurisdiction of this Association which are part of or affiliated to National Associations or organisations in Good Standing with the ETTA.
  - 5.2.3. The County Schools Table Tennis Association and School Leagues and School Clubs within the jurisdiction of the Association except such as may be affiliated.

## **6. AFFILIATION**

- 6.1. (\*) Affiliation to the Association shall be compulsory for all Local Leagues, Directly Affiliated Clubs and individuals in the County, unless exempted by a decision of the National Council.

Note to 6.1. an ETTA Honary Life Member is not obliged to affiliate to a County Association nor pay any affiliation or similar fee to it.
- 6.2. Application: Every applicant for affiliation shall complete the current affiliation form and shall sign on behalf of himself or of the League or Club on whose behalf the application is made.
- 6.3. A Club or Individual not directly affiliated to the ETTA may apply to be directly affiliated to the Association provided that it or he is affiliated to the ETTA through another body.
- 6.4. Every Local League and Directly Affiliated Club shall send to the Hon. General Secretary of the Association not later than 31<sup>st</sup> October each season a copy of its current Rules.
- 6.5. (\*) No person or body may affiliate to the Association unless affiliated to the ETTA.

## **7. AFFILIATION FEES**

- 7.1. The Affiliation Fees per season shall be as agreed at the AGM.
- 7.2. Date for Payment: Affiliation Fees shall be paid on or before 31<sup>st</sup> October each season to the Hon. Treasurer. If not so paid the Affiliation Fee may be increased by £20 per League per month until paid.

- 7.3. Guarantee: Each League shall pay a deposit of £20 and each directly affiliated Club a deposit of 25p, the deposit to be held as a guarantee of keeping the Association Rules and fulfillment of all obligations. Any League or Club failing to fulfil its obligations to, or breaking the Rules of the Lancashire County Table Tennis Association shall be liable to have whole or part of such deposit forfeited to the Association funds. All fines and penalties shall be taken out of the deposit and no League or Club shall be allowed to take part in further competitions and functions of the Association until the deposit has been made good. The guarantee deposit shall be returnable on cessation of membership providing all obligations have been met to the satisfaction of the Executive Committee. League and Clubs who do not tender their resignation before the 1<sup>st</sup> July in any year shall be considered as automatically retaining their membership and carry out obligations for the following twelve months.

## **8. OFFICERS AND NATIONAL COUNCILLOR**

- 8.1. The Officers of the Association shall be: President, Vice-Presidents, Chairman, Vice Chairman, Hon. General Secretary, Hon. Treasurer, Hon. County Match Secretary.
- 8.2. Election: The Officers of the Association (and the elected members specified in Rule 9.2.) shall be elected at the Annual General Meeting and shall serve from the end of the meeting at which they are elected until the end of the Annual General meeting following; they shall be eligible for re-election. Notice of Retirement, where Re-election is not desired, shall be sent to the Hon. General Secretary by 1<sup>st</sup> April, such vacancies to be circulated with the notice of the Annual General Meeting.
- 8.3. Nominations for the election of Officers (and the elected members specified in Rule 9.2.) shall be sent to the Hon. General Secretary of the Association in writing not later than 1<sup>st</sup> April in each year with the exception of the President and Vice-Presidents who shall be nominated by the Executive Committee.
- 8.4. (\*) National Councilor.
- 8.4.1. Between 1<sup>st</sup> May and 15<sup>th</sup> June each season the committee shall elect the National Councilor and Deputy National Councillor to represent the County for the following season, after considering all nominations submitted to them by Members of the Association.
- 8.4.2. The Hon. General Secretary shall send a copy of the Committee Minute recording the election or the information required by the ETTA official appointment form, certified by himself and by a second person who must be the Chairman, Vice Chairman or Treasurer, to reach the ETTA General Secretary, or such other person as may be designated for the purpose by the ETTA Management Committee, by 22<sup>nd</sup> June.

- 8.4.3. The County's representative on the National Council shall, if not otherwise a member, be ex-officio a member of the Executive Committee with power to vote.

## **8A. UMPIRES SECRETARY AND OTHER OFFICIALS**

At its first meeting following the Annual General Meeting the Committee shall appoint an Umpires Secretary and such other Officials as considered appropriate.

## **9. MANAGEMENT**

- 9.1. The control of the affairs of the Association shall be vested in a Council consisting of the President, Vice-Presidents, Chairman, Vice Chairman, Hon. General Secretary, Hon. Treasurer, Hon. County Match Secretary, and in addition one representative appointed by each affiliated League and directly Affiliated Club. A meeting of the Council shall be convened by the Hon. General Secretary whenever the Executive Committee so decide or within fourteen days of receipt by the Hon. General Secretary of a requisition supported by at least five affiliated Leagues.
- 9.2. Executive Committee: Subject to Rule 9.1. the affairs of the Association shall be managed by an Executive Committee consisting of the President, Chairman, Vice Chairman, Hon. General Secretary, Hon. Treasurer, Hon. County Match Secretary, and seven other members elected annually at the Annual General Meeting, together with the Umpires Secretary and other Officials appointed by the Executive Committee. Meetings of the Executive Committee shall be authorised by the Chairman and shall be held at least four times per financial year. The Hon. General Secretary shall convene all meetings of the Executive Committee and shall give seven clear days' notice of each meeting.
- 9.3. The Chairman or in his absence the Vice Chairman, or in the absence of both, a member elected for that meeting, shall take control, and his decisions on all points of order shall be final. The quorum shall be 5 members.
- 9.4. All questions shall be determined by a majority of the votes of members present and voting, every member having one vote, and in the case of an equality of votes, the Chairman of the meeting shall have an additional casting vote.
- 9.5. The Executive Committee shall have power to create and fill any office and fill any casual vacancies in the official posts as they occur, but any member or members so appointed shall hold office only until the next General Meeting of the Association, but shall be eligible for re-election.
- 9.6. The Executive Committee shall have the power to co-opt for any special purpose any other nominated representatives of the member Leagues and/or person or persons other than nominated representatives.
- 9.7. The Executive Committee shall have the power to promote and control or approve of the promotion and sanction (subject to the approval of the National Council of the ETTA) or prohibit all Open Championships held

within the County or by Member Leagues, all Closed Championships except those confined to members of the one organising League, all Tournaments, County Matches, Inter-League Matches and Exhibitions. They alone shall have the power to organise Matches and Games with bodies outside the membership of the Association. It shall be a condition in approving any Open Championship organised by a Member League that the Association shall have two representatives on the organising committee.

- 9.8. Should any member of the Executive Committee absent himself or herself from three meetings in any one season, he or she shall automatically resign. The Executive Committee shall have power to waive this rule in exceptional circumstances.
- 9.9. The Chairman, Hon. General Secretary, Hon. Treasurer and Hon. Match Secretary shall act as an emergency committee, any matter dealt with being reported at the Executive Meeting for confirmation.
- 9.10. (\*) Standing Sub-Committees: At the first meeting following the Annual General Meeting the Committee shall appoint Standing Sub-Committees to deal with the following matters:
  - 1) Umpiring (meetings of this sub-committee shall be convened by the Umpires Secretary.);
  - 2) Discipline;
  - 3) Selection.
- 9.11. Sub-Committees: The Committee may delegate any of its duties and powers to sub-committees consisting of such persons as it shall decide, provided that at least 2 members shall be members of the Executive Committee. Any sub-committee shall, in the performance of its duties, conform to the Terms of Reference laid down by the Committee. Unless decided otherwise by the Committee, the Chairman of a sub-committee shall be responsible for reporting to the Committee.

## **10. ANNUAL GENERAL MEETING**

- 10.1. Date: Each season the Association shall hold an Annual General Meeting during the month of May when the annual report of the Committee and the financial statement shall be presented.
- 10.2. Notice: To call the A.G.M. the Hon. General Secretary shall give at least 21 days' notice in writing (which may be by letter and/or email) of the place, date and hour, together with the Agenda to the President, Vice-Presidents, Officers, Elected Members, Umpires Secretary and other appointed Officials, and to the General Secretary of each Local League and Directly Affiliated Club and to each Directly Affiliated Individual.
- 10.3. Right to attend: Attendance at the meeting shall be open to all Members.
- 10.4. Voting: At all Annual General and Council Meetings Officers and Elected and Co-opted Members shall have 1 vote; Directly Affiliated Teams 1 vote; and Affiliated Leagues as follows: not exceeding 5 teams, 1 votes; 6 to 15 teams, 2 votes; 16 to 25 teams, 3 votes; 26 to 35 teams, 4 votes; 36

teams and over, 5 votes. There shall be no voting by proxy. No Team or League shall be entitled to vote, if fines or subscriptions are unpaid.

10.5. Special Majority: No resolutions altering the Rules of the Association shall be declared carried unless at least two-thirds of the total votes cast are in favour of that resolution.

10.6. Fine for non-attendance: Any Local League not represented at the A.G.M. shall be fined the sum of **£20.00**.

## **11. SPECIAL GENERAL MEETING**

A Special General Meeting shall be convened on a resolution of the Committee or within 28 days following receipt by the Hon. General Secretary of a requisition signed by 50 per cent of Leagues in membership stating the business to be transacted at the meeting.

11.1. Rule 10 (Except sub-rule 10.1.) shall apply.

11.2. A Special General Meeting shall transact only such business as is specified in the resolution or requisition covering it.

## **12. FINANCE**

12.1. Bank Account: The funds of the Association shall be kept at a Bank or invested in a Building Society or other security approved by the Association.

12.2. (\*) Cheque Signatories: All cheques, etc., drawn on the Bank, Building Society or other Accounts shall be signed by the Hon. Treasurer and by one of the following: Chairman or Hon. General Secretary.

12.3. The Financial Year of the Association shall end on 31<sup>st</sup> March.

12.4. Auditors: The Accounts of the Association shall be audited each season by 2 Auditors elected by the A.G.M. Each Auditor will serve for 2 years one being elected each year on the nomination of the Executive Committee.

12.5. All income and property of the Association from whatever source derived shall be applied solely to the promotion of the objects of the Association.

## **13. (\*) DISSOLUTION**

In the event of the winding up or dissolution of the Association, any surplus assets remaining after discharge of liabilities shall automatically rest in the ETТА who shall hold them for a period of six years in trust to pay them to any organisation set up with identical or similar objects to those of the Association (the ETТА during such period making every endeavour to promote and encourage the formation of such an organisation) and thereafter for the general purpose of the ETТА.

## **14. (\*) APPEALS AGAINST LEAGUE**

14.1. Any Member or affiliated club aggrieved by a decision or action of a Local League, or a Committee, Officer or official of such league, or by neglect or refusal to do something which such organisation or person is under a duty

- to do, may appeal against such decisions, action, neglect or refusal to this Association whose proper decision shall be final and binding on all parties.
- 14.2. The Association shall not have power to reverse a decision or action, which is in accordance with the rules of the Local League unless it constitutes a breach of the Rules or Regulations of this Association or the ETTA or of the principles of natural justice.
  - 14.3. Any such appeal shall be made in writing (which may be by letter and/or email) to the General Secretary within 21 days of notification of the decision or action appealed against, and shall be accompanied by a fee of **£12.50** which shall be returned if the adjudicating body considers the making of an appeal to have been justified (whatever the result).
  - 14.4. Either party to the Appeal shall be entitled to require a Hearing before the adjudicating body.
  - 14.5. Any party may be represented at a hearing provided that the Association is notified in advance in writing (which may be by letter and/or email) of the intention to be represented.

## **15. (\*) DISCIPLINARY**

- 15.1. A Member shall not do or cause to be done anything deliberately harmful to the Association nor likely to bring the Association or the game of Table Tennis into disrepute.
- 15.2. A Member shall not without good and sufficient cause
  - 15.2.1. absent himself from the hearing of any allegation or appeal after having been requested with reasonable notice to attend
  - 15.2.2. refuse or neglect to answer any question put to him in connection with such an allegation or appeal if directed to answer by the Chairman of the adjudicating body.

## **16. (\*) SUSPENSION**

- 16.1. For a breach of this Association's Rules or Regulations the Association shall have the power to suspend any Local League, club, player or official within its jurisdiction, under the power created by the ETTA Rules and subject to the right of appeal provided by such Rules.
- 16.2. The ETTA General Secretary shall be notified of any suspension under this rule.
- 16.3. Such suspension shall be enforced by all the bodies in this county, but shall operate only within the jurisdiction of this Association, the suspended person or body being deprived of the privileges of membership or of affiliation to this Association, but not the privileges of membership of our affiliation to the ETTA enjoyed outside the jurisdiction of this Association.

## **17. DISCIPLINARY COMMITTEE**

- 17.1. The Standing Sub-committee referred to in Rule 9.10(2) shall be called the Disciplinary Committee and shall consist of five persons one of whom shall be designated as Chairman by the Executive Committee.

- 17.2. Members of the Disciplinary Committee shall (unless they resign) serve until the end of the season in which they are appointed and thereafter until the appointment of their successors. Casual vacancies shall be filled by the Executive Committee.
- 17.3. A decision may be taken by not less than three members, all of whom must have been present throughout the hearing.
- 17.4. Any member of the committee having an interest in a matter to be discussed must declare that interest as soon as he is aware of it, and must not be present in his capacity as a member of the Disciplinary Committee during the transaction of that business.
- 17.5. Should disqualification under rule 17.4. leave less than three members as required by Rule 17.3., the Executive Committee shall appoint sufficient temporary members to make the numbers up to three, such members serving only for the particular matter for which they are appointed.
- 17.6. (\*) The Disciplinary Committee shall deal with any allegation under Rule 17.7. of breach of Rule or Regulations of this Association.
- 17.7. (\*) Any allegation referred to in Rule 17.6. must be made in writing to the General Secretary specifying the Rule or Regulation alleged to have been broken, the name of the member or organisation alleged to be in breach and the date and place of the alleged breach.
- 17.8. The Disciplinary Committee shall follow the procedure laid down by the National Council of the ETTA as included in Appendix E to the Rules of the ETTA.
- 17.9. If a formal allegation is proved to its satisfaction the Disciplinary Committee shall have the power to impose on the member or organisation guilty of such breach (the offender) one or more of the following penalties:
- 17.9.1. That he be suspended from privilege of membership of the Association either indefinitely or for a stated period
- 17.9.2. That he be fined
- 17.9.3. That he be censured
- 17.10. The Chairman of the Disciplinary Committee shall, within seven days of the hearing, notify its decision in writing to the General Secretary, who shall then notify the member or organisation in writing, at the same time sending the member or organisation a copy of Rule 18 (Right of Appeal) if the charge has been proved.

## **18. (\*) RIGHT OF APPEAL**

- 18.1 Any member, affiliated club or local league aggrieved by a decision or action of this Association, or a Committee, Officer or official of this Association (except the proper determination of an appeal), or by the neglect or refusal to do something which this Association or such Committee, Officer or official of this Association is under duty to do, may appeal against such decision, action, neglect or refusal to the ETTA Board of Appeal.
- 18.2 Any appeal under Rule 18.1. shall be made in writing to the General Secretary of the ETTA within 21 days of notification of the decision or

action appealed against, and shall accompanied by a fee of an amount prescribed by the ETTA, which shall be returned if the adjudicating body consider the making of an appeal to have been justified (whatever the result).

## **19. MATTERS NOT COVERED BY RULES**

In the event of any question or matter arising, which is not provided for in these Rules, it shall be dealt with by the Executive Committee.

## **20. ALTERATION OF RULES**

- 20.1. (\*) These Rules may be changed (whether by addition, alteration or deletion) only by decision of an Annual General Meeting or of a Special General Meeting convened for the purpose. Those Rules marked (\*) may only be changed as detailed in Rule 20.7.
- 20.2. Proposals for such changes must be lodged with the General Secretary not later than 31 March of the current year, to be circulated to all Local Leagues, Directly Affiliated Clubs and Directly Affiliated Individuals affiliated to the Association by at least 21 days prior to the AGM.
- 20.3. All proposals so received shall be circulated to all Local Leagues, Directly Affiliated Clubs and Directly Affiliated Individuals affiliated to the Association by at least 21 days prior to the AGM.
- 20.4. Amendments or alternative proposals dealing with the same subject matter shall be accepted for consideration by the AGM if submitted in writing (which may be by letter and/or email) and received by the General Secretary not later than the post seven days prior to the AGM.
- 20.5. Proposals for such changes to be considered by a Special General Meeting shall be submitted to the General Secretary in writing (which may be by letter and/or email) together with the requisition for the Special General Meeting.
- 20.6. Before any resolution altering these rules shall be declared carried at least two-thirds of the total votes cast must be in favour of the resolution.
- 20.7. (\*) Notwithstanding the provisions of Rule 20.1., the following Rules 2., 3., 4., 5.1.2., 5.2., 6.1., 6.5., 8.4., 9.10., 12.2., 13., 14., 15., 16., 17.6., 17.7., 18., 20.1., 20.7. & 20.8. may not be changed without the previous written consent of the National Council and may be changed by the National Council without any such change requiring to be approved by a County General Meeting; such change shall take effect on a date to be specified by the National Council being a date not earlier than one month after the County Association has been given notice of the change.
- 20.8. (\*) The Rules of this Association are subject to the approval of the ETTA.

## **21. HANDBOOK AND RULES**

- 21.1. It shall be the responsibility of the Secretary of the Affiliated Club or Affiliated League to submit a copy of their Handbook and League Rules to

the Hon. General Secretary of the Association, before 31<sup>st</sup> October in each year.

21.2. The Executive Committee shall have the power to require a League to alter or delete any Rule, which is in contradiction of an ETTA or LTTA Rule.

21.3. Affiliated Leagues who fail to supply a copy of their current Handbook and current League Rules to the Hon. General Secretary of the Association before 31<sup>st</sup> October in each season shall be liable to a fine of **£5.00**.

## **22. CHANGE OF ADDRESS**

Any change of address of a League Secretary shall be notified to the Hon. General Secretary of the Association within 3 days of the change taking place.

## **23. DRESS**

In all Tournaments, County Matches, Trials, Exhibitions or Matches organised by the Association, players are prohibited from wearing clothing that might, in the opinion of the duly appointed Official tend to unsight an opponent.

## **24. COUNTY BADGE**

24.1. Players representing this Association in County Matches and in other matches where they are representing their County may be required to wear the official shirt and badge. The county Badge of Lancashire may be awarded to players who, having been selected to play in County Matches, are considered by the Executive Committee to have earned by their play, the award of the badge. The Executive Committee may also award the badge to the winners of the Lancashire Closed Championships, and to any person resident in the County who wins a National or Open Singles Title.

24.2. The Executive Committee shall have the power to confer the badge on any other person for exceptional service to the Association.

## **25. CUPS AND TROPHIES**

25.1. All persons receiving cups or trophies off the Association do so on the following conditions:

25.1.1. The cups and trophies cannot be won outright.

25.1.2. The recipient shall sign a receipt and undertaking drafted by the Executive Committee to be handed over when the cup or trophy is received.

25.1.3. In the event of any person leaving the Country for a period exceeding one month at a time whilst holding an Association cup or trophy, then the cup or trophy shall be returned to the Hon. General Secretary by such person.

25.1.4. The cup or trophy shall not under any circumstances be taken out of Great Britain.

- 25.1.5. The holder will keep the cup or trophy in proper condition and shall be responsible for any damage there to, except in so far as any insurance money is recovered in respect of the same.
- 25.1.6. The cup or trophy shall be returned, without any request being made, to the Hon. General Secretary at least a month before the competition or final of the competition, in the following year, is held. A card indicating when and how it is to be returned shall be sent to the Hon. General Secretary at least three days before dispatch.

## **26. COUNTY MATCHES**

A player selected to represent his or her County must regard the invitation as a priority call on his or her services, the only exception being an invitation for his or her Country.

## **27. OPEN CHAMPIONSHIPS**

No Open Championship shall be held in Lancashire without the sanction of the Executive Committee and the National Council of the ETTA and applications to hold such events shall be made not later than 31<sup>st</sup> March or such other date as the National Council shall decide in the season before the season in which the Championship is to take place.

## **28. COUNTY TRIALS**

County trials will be organised and funded each season by the County Association. There will be no entry fee chargeable, but failure of a nominated player to appear will result in a £5 fine per player against the nominating league. This fine will be waived if written notification is received by the County Match Secretary at least 7 clear days before the date of the relevant trial, advising that a specified nominated player, will not be present.