



## Bristol & District Table Tennis Association

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**Registration Secretary**  
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### Club Secretaries Guide

No	Action	Comment
1.	Prior to the start of each season-Check Bristol 365 website and TT Leagues website to ensure venue and club secretary contact details are correct.	If the details are incorrect, then your club may not be aware of any meetings etc.
2.	All relevant forms are downloadable from the 365 and TT Leagues websites.	Accessible via the 'Download' drop down menu.
3.	You should receive a Club Team registration form by the end of May each year.	If you have not received the Team Registration form by the end of June, you should contact the Registration Secretary as a matter of urgency.
4.	Holding of the Club AGM	On the assumption that your club holds an AGM; it is recommended that you hold this meeting <b>prior</b> to the submission of the Club Registration Form to the Registration Secretary each year.
5.	Complete a Club Registration Form and send it to the League Registration Secretary, each season by the 31 <sup>st</sup> July at the latest.	This form should detail:- <ul style="list-style-type: none"> <li>• Division</li> <li>• Home Night</li> <li>• Start Time-if not 7.30pm</li> <li>• Captain</li> </ul>

No	Action	Comment
6.	Payment of a Team Fee of £10 per team is payable on submission of your application form.	If required, the Treasurer should be contacted and you will be provided with the League Bank Account details.
7.	Inform the League by the 31 <sup>st</sup> July if any of your teams who are eligible do not wish to be entered in the Morley Mordecai handicap competition	The Club Team Application form, which is downloadable from the League website has been updated for this information to be indicated on the aforementioned application form.
8.	Inform the League by the 31 <sup>st</sup> July if your club does not wish to enter the Belston Cup.	The Club Team Application form, which is downloadable from the League website has been updated for this information to be indicated on the aforementioned application form.
9.	When drawing up your teams for the forthcoming season you should provide the registration secretary with a <b><u>DRAFT</u></b> Player list.	<p>The Draft list should detail which person in each team is the designated captain and their contact details if different to what is on the 365 system.</p> <p>It is essential this is done as soon as practicable, as for a league the size of Bristol, the allocation of players to teams is a massive task. Early visibility of the players allows the Registration Secretary to identify players who are no longer intending to play for your club. This means the bulk of the work is done early and enables the registration status of the players who are playing and spot any potential issues.</p>

No	Action	Comment
10.	When selecting a Team Captain, you will need to Log onto the 365 website and check to ensure the settings are such that their email address and phone number is shown.	<p>This needs to be shown; if not then opposition captains will not be able to contact them should the need arise.</p> <p>It is possible for each player to amend their own settings. If they are unable to do it, then the Registration Secretary should be advised if they need to be changed.</p>
11.	<p>All players/ team captains should be made aware of the rules regarding the use of 'reserves'.</p> <ul style="list-style-type: none"> <li>• Players can reserve up to a maximum of 3 times without having to play for the highest team assisted.</li> <li>• Where the clubs lowest 2 teams are in the same division, they can reserve for each other.</li> </ul>	If this is not adhered to any games played will be awarded to the opponents.
12.	<p>Ensure each team is aware of the rules regarding postponements and the re-arranging of matches.</p> <ul style="list-style-type: none"> <li>• 48 hour notice to opponents</li> <li>• Registration secretary notified</li> <li>• Home Team <b><u>must offer</u></b> 2 dates to their opponents within 28 days of the original fixture</li> </ul>	If this is not followed, then a fine could be incurred or a walkover awarded.
13.	A list should be provided to the Registration Secretary of the Team Captain for each team and their contact details, if different to that which was provided in the club registration form.	As club secretary, you should check to ensure these details are correctly should on the League website and inform the Registration Secretary of any errors/ amendments.

No	Action	Comment
14.	Submission of match results via 365 & Table Tennis Leagues.	<p>The club secretary should ensure that <b>at least</b> one member of each team is able to submit match results.</p> <p>Wherever possible the results should be entered as soon as practicable after the match (e.g. without delay).</p> <p>It is helpful if they are entered on both systems to avoid extra work for the league administrators. If there is a problem entering on one system then try the other system.</p>
15.	Once your Teams and players for the forthcoming season have been finalised, a schedule should be sent to the Registration Secretary and Treasurer.	All clubs will need to have paid the player registration fees to the Treasurer prior to the start of league play.
16.	The Registration Secretary will populate the league website with the player details you have provided.	Once the website has been populated with the player details for the season, you will be asked to check the player drop down list for each team to ensure accuracy and notify the Registration Secretary of any errors or amendments.

No	Action	Comment
17.	All players should be reminded that they need to renew their Table Tennis England membership (TTE) prior to playing their first match of the season.	<p>If a player has not paid his TTE membership, then any games played will be void and the club fined.</p> <p>It is the responsibility of the player to renew their TTE membership direct, this <b><u>WILL NOT</u></b> be done by the league.</p> <p>To play in the league players must have taken out one of the paid "compete" categories. Players who register in the free "club play" or "supporter" categories will not be eligible to play.</p> <p>Some players take out new registrations on Sport80 rather than renew their prior registration. We ask that club secretaries advise their players to renew their prior registration because taking out a new registration causes problems.</p>
18.	Players who are home countries registered e.g. TT Wales must contact Table Tennis England (TTE) with proof of their current membership and request their Sport80 membership be renewed and confirm they are still linked to the Bristol League.	If this is not done, then the Registration Secretary will not be able to complete the administration work on the League websites to ensure any match results can be input electronically.
19.	All players should be reminded to check their entry on the Sports 80 system to ensure their League and Club details quoted are correct.	If this is not the case, then any results from matches played cannot be entered electronically onto the system.
20.	<p>If you have a new player in your club, who may or may not have played in the Bristol League before, as club secretary you need to ensure they have gone into the 'Sports 80' system and from the drop down list selected:-</p> <p>a) The club they wish to play for b) The League they are playing in.</p>	This is required to ensure any match results for the player can be input into the league website for the coming season.

No	Action	Comment
21.	Registration of new players once the season has started.	Any new players can be registered up to the 31 <sup>st</sup> January without the prior approval of the Executive Committee upon payment of their Player and TTE Registration fees.
22.	The League Season will start the 4 <sup>th</sup> Monday in September each year, with the Morley Mordecai competition starting the week before.	If as Club Secretary you have not received notification of the General Meeting at the start of the season by the end of August, you should immediately contact the League Secretary to find out when and where the meeting is.
23.	The Club Secretary should ensure the club is represented at each Bristol League Meetings.	Any club failing to attend will be fined £10.00 The meeting schedule is as follows:- 1) September 2) February-Rules meeting 3) June –AGM If you do not receive notification of the meeting prior to the month stated, then you should contact the League Secretary.
24.	Collection of Score Books and Table Tennis Balls ordered from the League	The notification for the 1 <sup>st</sup> League meeting of the season will give details of the cost of these, if required.