**Update for League and County Secretaries**

**Annual Reporting – AFF and CA forms**

With a view to making hardworking volunteers’ lives easier, with less paperwork, we have introduced a new electronic system for the completion of the above forms.

A new online system has been created for Annual Returns, replacing the paper-based AFF and CA forms which have historically been completed by General Secretaries each year.

As the vast majority of data that is required is already stored within Membership Manager, League Manager or Club Manager, this will now be filled in automatically on one single Annual Returns online form.

These forms continue to be mandatory and the deadlines must be adhered to otherwise it may make certain aspects of affiliation invalid.

The General Secretary simply needs to validate the form. If the existing data is correct, the new online forms can be completed within two clicks. Full instructions can be seen in the comprehensive video ‘user guide’ below.

<https://www.youtube.com/watch?v=7EYwVYvTsUg>

If the form is not correct please amend the form accordingly and then send it.

**Giving advice during a Table Tennis Match**

On 1st October 2016 the ITTF Regulation (3.5.1.3) regarding giving advice during a table tennis match changes. Prior to this date a player can only receive advice in the intervals between games and during any authorised suspension of play, such as for injury, but not in the period between the end of practice and the start of play.

From the 1st October the new Regulation (5.3.2.1) states “Players *may receive advice at any time except during rallies provided that continuity of play is not affected (3.4.4.1); if any authorised person gives advice illegally the umpire shall hold up a yellow card to warn him or her that any further such offence will result in his or her dismissal from the playing area.”*

This regulation relates to competitions conducted on or on behalf of the national body – e.g. National Championships, B.L., C.C., E.L.C.C. **The regulation does not relate to Local League matches unless the league has adopted the new regulation itself.**

The ITTF has prepared a guidance document in relation to the new regulation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Scenarios** | **Legal Advice** | **Illegal Advice** | **Misbehaviour (time wasting)** |
| 1 | Advice between end of practice and start of a match | Is allowed as long as it does not delay the start of the match. If it delays the start of the match, the umpire has to call the players to the table. If they refuse the umpire has to call the referee. |
| 2 | Advice during a rally |   | Coach |   |
| 3 | Advice between end of practice and start of a match |   | Coach |   |
| 4 | Advice during suspension of play and between games | X |   |   |
| 5 | Advice between rallies, no interruption of continuity | X |   |   |
| 6 | Player obviously make a detour to go to coach (for advice) when going to pick the ball |   |   | Player |
| 7 | Player moves very slowly to pick up ball/return to table while coach is giving advice |   |   | Player |
| 8 | A goes to Coach for advice when X retrieving ball. Ready to play when X returns to court | X |   |   |
| 9 | A goes to Coach for advice when X retrieving ball from outside court. Does not go back to table immediately when X returns to court |   |   | Player |
| 10 | After retrieving ball from outside court, player goes to coach for advice instead of going straight to table to start play |   |   | Player |
| 11 | Advice when player is ready to serve (ball on palm) | X |   |   |
| 12 | Advice before service (playing bouncing ball on table) | X |   |   |
| 13 | Advice during towelling | X |   |   |
| 14 | Player looks to Coach before serving | X |   |   |
| 15 | Player moves slightly to coach side for advice between rallies | X |   |   |
| 16 | Player goes to coach for advice between rallies |   |   | X |

The link to this ITTF document and other frequently asked questions and case studies can be found at: http://www.ittf.com/URC/PDF/ITTF\_URC\_FAQ.pdf

**Full, Interim and Temporary Suspensions**

As this is the beginning of the season we thought that it would be a good idea to remind you the processes of sharing information around Full, Interim and Temporary Suspensions as there have been a number of queries and a change in the people informed about Temporary Suspensions.

**Full Suspension**

An updated list of coaches and players who are currently suspended is available on our website:

<https://tabletennisengland.co.uk/about/rules-regs/suspended-members/>

It includes the date and length of suspension, whether they are also suspended from coaching activities and their last known county.

The list was previously circulated to National Councillors and League Secretaries every quarter, but it is felt more appropriate for all clubs, leagues and members to be able to more readily access the information to ensure they do not deploy coaches who are suspended.

**Interim Suspension**

Interim Suspensions are defined as a non-disciplinary act to allow an investigation to be undertaken, normally by statutory authorities and usually in relation to sexual offences.

As it is non-disciplinary the person involved is not presumed guilty but is suspended pending the investigation outcome.

Any information in respect of this is shared on a need-to-know basis (see page 16 of our safeguarding guidelines) as the information is highly confidential and sensitive. Anyone breaking this confidentiality will be subject to disciplinary action.

Full details can be found at:

<https://tabletennisengland.co.uk/about/safeguarding/>

**Temporary Suspension**

A Temporary Suspension occurs as a result of a disciplinary action e.g. red card, yellow card.

Previously, a number of organisers, referees etc have been informed of a suspension. However, recently this has been changed and all active referees, organisers, county they are affiliated to, any local leagues they are affiliated to and (if relevant) ESTTA will be contacted.

Any ban starts on the first Saturday after the player has been informed of the warning that takes the player into sanctions, unless notification is received on a Friday which is too late to notify the player.