**DISPUTES AND DISCIPLINARY PROCEDURE**

1. **COMPLAINTS AGAINST A VENUE/ PLAYING CONDITIONS.** 
   1. A letter should be sent to the Hon. Secretary by a Team Secretary. This letter should state precisely why the complainant considers they have cause for complaint.
   2. The Hon. Secretary will then write to the Secretary of the Club, against which the complaint has been made, advising details of the complaint, & seeking the views of the Club Secretary, who will be asked to respond by way of a letter.
   3. It may be necessary for the Hon. Secretary to enter into further correspondence with the parties concerned to attempt to clarify points upon which there is a conflict of opinion.
   4. The matter will then be discussed by the Management Committee. Both parties will be advised by the Hon. Secretary of the Management Committee decision.
   5. The Management Committee will have the right to order a match to be replayed if in their opinion the playing conditions were unacceptable, & had a bearing upon the result of the match.
2. **COMPLAINTS AGAINST THE BEHAVIOUR OF PERSONS AT A MATCH.** 
   1. A letter should be sent to the Hon. Secretary by one or more individuals. The letter should state precisely why the complainant considers they have cause for complaint.
   2. The Hon. Secretary will then write to the person(s) against whom the complaint has been made, advising details of the complaint, & seeking the views of the person(s) against whom the complaint has been made, who will be asked to respond by way of letter.
   3. It may be necessary for the Hon. Secretary to enter into further correspondence with the parties concerned to attempt to clarify points upon which there is a conflict of opinion.
   4. The Hon. Secretary may also choose to contact other persons present at the time, & request that they state their views of the complaint in a letter addressed to the Hon. Secretary.
   5. The matter will then be discussed by the Management Committee who may choose to ask either party to be present at the meeting. Both parties will be advised by the Hon. Secretary of the Management Committee decision, as will any other parties involved.
3. **PROVEN COMPLAINTS.** 
   1. It is not practical to set out a list of penalties for proven misdemeanours. Each complaint will be considered individually, & so will the penalty if a penalty is appropriate.
   2. Any club or player who is unhappy with a decision or penalty imposed by the League has the right of appeal to the Essex County Table Tennis Association. The procedure for such an appeal is stated on the County Website.
   3. The Officers/Management Committee of the League will not as a body or individually accept any legal liability in respect of decisions which they make in their role as Officers/Management Committee members of the League.

**LEAGUE RULES**

**TITLE AND STATUS**

1. The League Competition shall be known as the Clacton & District Table Tennis League & shall be affiliated to the Essex County Table Tennis Association & Table Tennis England.

**OBJECTS**

1. The objects of the League shall be:
   1. to promote the organisation of competitive table tennis within the area of Clacton-on-Sea, Essex:
   2. to provide opportunities for members to participate in tournaments & competitions within the County & at National level:
   3. to encourage young players to participate in the sport & improve their standard of

play.

**PRESIDENTS AND VICE-PRESIDENTS**

3. (i) The President of the League shall be appointed at each Annual General Meeting

to hold office from the close of that Meeting until the close of the next Annual General

Meeting.

(ii) The Annual General Meeting shall have power to appoint as Vice-Presidents, to

hold office for life, such persons as the Meeting may decide.

**OFFICERS, MATCH SECRETARIES AND COMMITTEE**

4. (i) The Officers of the League shall consist of the Chairman, Vice Chairman,

Honorary Secretary, Honorary Treasurer, Press & Records Secretary, Coaching Officer, Tournament Officer, Development Officer (who shall act as County Representative) & Minutes Secretary. Officers of the League shall normally be elected at the Annual General Meeting (hereafter referred to as the "AGM").

* 1. Match Secretaries shall be appointed to organise Senior, Junior & Veteran matches. If appropriate, there shall be separate Match Secretaries for each team.
  2. Management of the League shall be vested in & exercised by a Management Committee (hereafter referred to as "Mge Ctee") comprising of the Officers of the League,
* a maximum of five members elected at the AGM. All Mge Ctee members shall serve once elected until the next AGM.
  1. The Mge Ctee shall have power to appoint members as Officers, Match Secretaries & Mge Ctee members when the positions are not filled at the AGM or on the resignation during the season of elected members. Such appointees shall have full voting rights as Mge Ctee members.
  2. The Mge Ctee shall have power to co-opt any member on to the Mge Ctee either for the remainder of the season or for a specific meeting or for a specific item to be raised at a meeting. Such co-opted members shall not have voting rights.
  3. The Mge Ctee may appoint Sub-Committees from amongst members of the League, so long as each Sub-Committee is headed by a Mge Ctee member.
  4. The quorum for a Mge Ctee meeting shall be 5 voting members.

**AFFILIATION OF CLUBS**

5. (i) Affiliation to the League shall be open to clubs whose headquarters lie within 10 miles of the Town Hall, Clacton-on-Sea. Application from clubs outside the 10 mile limit may be accepted at the discretion of the Mge Ctee.

(ii) Application for affiliation to the League shall be made on the form obtainable from the Honorary Secretary & shall state the teams to be entered in the League Championships in order of strength.

**REGISTRATION OF PLAYERS**

6. (i) Players shall be registered with the Press & Records Secretary at least 48 hours before becoming eligible to participate in activities of the League for that season; provided that registration shall be available only to bona fide members of affiliated clubs. Registration is not effective until the player has also registered with Table Tennis England and paid the appropriate fee.

1. Each player shall be registered as a member of the team he is to represent & shall not, except in accordance with Rules 12 & 13 below, be eligible to represent any other team during that season. This Rule may be waived at the discretion of the Mge Ctee in respect of players whose team has been disbanded during the season.
2. Games played by players not eligible under Rule 6(i), 6(ii), 12 or 13 shall be forfeited & the Mge Ctee shall have power to impose on the club concerned such penalty as it may decide.

**SUBSCRIPTIONS**

1. (i) Annual subscriptions shall be decided at each year's AGM.
   1. Club affiliation fees shall be accompanied by an application form, duly completed & delivered to the Honorary Secretary on or before the date which shall be notified in each season. Any club not complying with this Rule may be ineligible for affiliation to the League in that season, provided that the Mge Ctee shall have power to vary application of this Rule in the exceptional case.
   2. Player registration fees shall be made directly to Table Tennis England, in default of which any games played by the person concerned may, at the discretion of the Mge Ctee, be forfeited.

**LEAGUE CHAMPIONSHIPS**

8. (i) The League shall conduct team championships in such divisions of the League as the Mge Ctee may decide.

1. The method of play shall be as stated in these Rules. All other arrangements of League Championship matches shall be decided by the Mge Ctee.
2. Teams shall consist of 3 players, each of whom shall play 3 singles. There will also be one doubles. Additional registered players may play in the doubles, but each team has the right to ask their opponents to nominate their doubles pair at the start of the evening. No player shall be allowed to play in more than one League match on the same night.
3. One point shall be gained for each set won by both match winners & losers. A successful claimant will thus be awarded 10 points.
4. The position of teams within any division shall be decided by the following

criteria:- points won; matches won; least matches lost, the aggregate points scored by the teams in matches between them. Should two or more teams still finish equal, a play off or play offs shall be arranged by the Mge Ctee if it is deemed relevant.

(vi) Matches may only be played at venues which have been approved by the Mge Ctee. If necessary, venues may be re-assessed. Alternative unapproved rooms within the same premises cannot be used without prior approval.

1. Teams shall play one match at a venue named by them & one match at a venue named by the opposing team, except that teams entered by clubs outside the 10 mile radius specified in Rule 5(i) shall, unless agreement has been reached to the contrary, play both matches within 10 miles of the Town Hall, Clacton-on-Sea; provided that the application of this Rule may be varied by mutual agreement between the teams concerned; provided further that teams including players aged under 18 years shall not be compelled against the wishes of their team, to play on licensed premises.
2. If a team has no player ready to start play at 7.30 pm, the opposition may choose to claim the first set printed on the scorecard. If a second player is not ready to commence play at 7.45 pm, the opposition may choose to claim the second set printed on the scorecard. If a third player is not ready to commence play by 8 pm, the opposition may choose to claim the third set printed on the scorecard. All such claims must be made & recorded on the scorecard within 5 minutes of the time stated. If by 8 pm a team has no player ready to play the opposition may choose to claim the match. In those instances when a player arrives late, they shall be entitled to play their remaining sets & partake in the doubles, but this will not apply if all possible sets have been played before the player arrives. If the venue is not available for play to commence at the times stated above, the opposition may choose to claim in the same manner.
3. All matches between teams in the same club shall be played, & the result card received by the Press & Records Secretary, at least two weeks before the last scheduled playing date of the season, the date applicable to be notified at the start of the season. Failure to comply with this Rule shall result in the match being counted as void, with no points awarded to either team.

(x) Match result cards, which must be completed in detail, must reach the Press & Records Secretary, or his appointed representative, as named at the commencement of the playing season, within 7 days of the scheduled date of the match, except as stated in Rule 8 (ix). This is the responsibility of the home team captain, whose team will lose a point automatically if this does not happen - unless the match has been re-scheduled or not played. Subject to compliance with Rule 8(ix), matches may otherwise only be re-scheduled in accordance with Rule 8(xi). If the match is not played, the non-offending team must claim the match in writing within 7 days of the scheduled date. Failure to do so will result in no points being awarded to either team. Special guidance will be given at the start of the season with regard to matches scheduled for Good Friday & Easter Monday.

(xi) Matches may be re-scheduled in the following circumstances:

* 1. by being brought forward with the mutual agreement of both teams.
  2. by being postponed to a later date, with the mutual agreement of both teams.

In this event, the team secretary requesting the re-arrangement must provide written confirmation, counter-signed by the opposing team secretary, to the Press & Records Secretary, to be received within 7 days of the scheduled date of the match. The written confirmation must state the revised date of the match, which will then become the new scheduled date. The provisions of Rule 8(x) then apply.

All matches rescheduled under this paragraph must be played within three calendar months of the original scheduled date but before the scheduled end of the playing season at the latest. No team may request a re-arrangement under this sub-paragraph on more than two occasions each season. Rule 8(ix) cannot be superseded.

(c) in the event of adverse weather conditions, and matches scheduled to be played on December 31st, January 1st, Good Friday and Easter Monday by agreement with the Press & Records Secretary, such agreement to be made within 7 days of the scheduled date of the match. The revised date of the match will become the new scheduled date & the provisions of Rule 8(x) will then apply.

**TOURNAMENTS AND OTHER COMPETITIONS**

9. (i) The Mge Ctee shall have power to conduct such tournaments, championships & other competitions as it may decide & shall be responsible for all necessary arrangements.

(ii) Entry in competition for events organised for individuals or pairs shall be open, subject to payment of entry fees as may be decided by the Mge Ctee, to any registered player in the League who has, for one team or another, played in singles (not doubles) of matches at least 25% of the total League (not Cup) games played by the team for which he is registered, at the closing date of entry for that event. In respect of the Closed Championships, the qualification shall be at least 33%. This Rule may be waived by the Mge Ctee in respect of junior events or in other exceptional circumstances.

**TROPHIES**

10. (i) All perpetual trophies, presented to clubs, teams or individuals, remain the property of the League & shall be returned to the Honorary Secretary on demand.

(ii) The Bob Phillips Trophy shall be awarded to a player or officer of the League for services to the sport locally. The Mge Ctee shall decide who is to receive the award each season.

**RULES AND CONDITIONS OF PLAY**

11. (i) All matches shall be played in accordance with the Laws of Table Tennis, and in accordance with those Regulations which the League chooses to apply.

1. All matters relating to Rules for the forthcoming season shall be decided by the Mge Ctee, who shall notify all team secretaries of such Rules before commencement of the season.
2. Umpires for matches & games played under these Rules shall be mutually agreed between the players or teams concerned, provided that:-
   1. in the event of a dispute, an umpire shall be chosen by the visiting player.
   2. the Mge Ctee shall have power to make such alternative arrangements as it may consider necessary.

**TRANSFERS BETWEEN CLUBS**

12. Application for a transfer between clubs shall be made to the Mge Ctee, who will have the final decision as to whether or not to grant the transfer.

**RESERVES AND TRANSFERS WITHIN A CLUB**

1. (i) Teams may call upon reserves only with the following provisions:
   * 1. the reserve is already registered with the League as a member of the same club,

and

* + 1. the reserve has not previously within the same season acted as a reserve, whether for that or any other team, on more than four occasions in all, and
    2. the team for which the reserve is registered is in a lower division than the team for which he is to act as a reserve, and
    3. the reserve is not playing in another match at the same time unless they are only participating in the doubles of their own match.

(ii) A player shall retain his original registration throughout the season except:-

* + 1. (a) at the written request of the Club Secretary that the player be registered for a team in a higher division - or -
    2. (b) as provided under Rule 13(i)(b), when he shall be deemed to be registered for the team for which he has played five games. In the event that his five games played as a reserve have been for two or more teams, the Club Secretary must state for which team the player should now be registered.

1. At the written request of the Club Secretary, the Mge Ctee may, in exceptional circumstances, agree to the transfer of a player to a team in the same, or lower, Division.
2. In Cup competitions, a player shall only play for the team for whom he is registered so long as that team remains in the competition. Thereafter he shall be permitted to play for a higher team, but not in the same round of the competition, & only after prior notification to the Press & Records Secretary in order that he may be re-handicapped if appropriate. Any games played as reserve shall count as matches played in accordance with Rules 13(i) & 13(ii).

**ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETING**

14. (i) The AGM shall be held after the AGM of the Essex County Table Tennis Association & by the end of June in each year. It shall consist of the President, Vice Presidents, Officers, Match Secretaries & all current registered League players & Officers of affiliated clubs.

1. The Mge Ctee may at any time, & the Honorary Secretary shall on receipt of a requisition duly signed by the Secretaries of not less than one half of the affiliated clubs at that time participating in the League & specifying the business to be discussed, convene an Extraordinary General Meeting of the League, consisting as in Rule 14(i).
2. The Honorary Secretary shall give to the President, Vice Presidents, Officers, Match Secretaries & Mge Ctee, & the Secretary of each affiliated club, 14 days notice of the date, time & location of the proposed General Meeting.
3. The chair at a General Meeting shall be taken by the Chairman, or in the Chairman's absence, by the Vice Chairman or, in the absence of both, by such other person as the Meeting may decide.
4. All current registered players, and any Officer of the League who is not a current registered player, shall be entitled to vote at a General Meeting. For the purposes of this Rule, a current registered player is a player registered under Rule 6(i) and the registration shall be deemed current up to the Fees Meeting for the following season. The Chairman of the Meeting shall not be entitled to vote unless there is equality of votes, in which case he shall have a casting vote.
5. All votes shall be made by a show of hands, unless the Chairman determines that a secret ballot shall be held. A secret ballot shall also be held when the majority of those attending the meeting, so request.
6. No person present at a General Meeting shall have power to vote on any issue relating specifically to a club of which he is a member. In the event of any dispute on the

interpretation of this Rule, the Chairman shall determine whether a person shall have power to vote.

(viii) The Honorary Treasurer shall present at each AGM a balance sheet, together with a report thereon by the Honorary Auditor(s) appointed for this purpose at the preceding AGM, showing the financial position of the League at the close of the preceding financial year.

**FINANCIAL YEAR**

15. (i) The financial year of the League shall commence on the first day of May in each year & end on the thirtieth day of April following.

1. The Mge Ctee shall be permitted to raise funds for the League by way of sponsorship & to make commitments to sponsors on behalf of the League.
2. Any person using or occupying a motor vehicle on League business is not covered in any respect by League insurance, & does so at their own risk.

**TRUSTEES**

16. (i) The Trustees of the League shall consist of the President, Chairman, Honorary Secretary & Honorary Treasurer for the time being.

(ii) All monies subscribed or paid to & all property acquired or owned by the League shall be vested in the Trustees for the time being.

**INTERPRETATIONS AND DISPUTES**

17. (i) Any question arising from or not provided for by these Rules shall be referred to the Mge Ctee whose decision shall be final.

(ii) Any player or club shall have the right of appeal to the Essex County Table Tennis Association should they feel unable to accept a Mge Ctee decision. (Procedure in such cases is given on the County Website).

**RULE CHANGES**

18. No alteration, amendment, revocation of or addition to these Rules shall be made, except by resolution passed by at least two thirds of those present & voting at a General Meeting of the League provided that notice of such alteration, amendment, revocation or addition shall be delivered to the Honorary Secretary not later than one calendar month, before the date set for the AGM & that the said changes will be circulated to all Club Secretaries prior to the AGM.