

# Great Horkesley Table Tennis Club – Constitution and Code of Conduct

## 1. Name

The club will be called Great Horkesley Table Tennis Club and will be affiliated to the Colchester and District Table Tennis League and/or other league(s) as determined by the Committee that are affiliated with Table Tennis England.

## 2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Table Tennis.
- To promote the sport of Table Tennis.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To ensure that all present and future members receive fair and equal treatment.

## 3. Membership

Membership should consist of officers and members of the club who must also be members of Table Tennis England.

Membership will commence (or be renewed) by payment of the annual TTE and GHTTC subscriptions.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted and the policies and rules of Table Tennis England along with the relevant league(s) to which the club is affiliated.

Members will be enrolled in one of the following categories:

- a) Full Adult Member (must hold a TTE player license)
  - b) Junior Member (must hold a TTE player license).
  - c) Associate Member (must hold a TTE Associate membership).
- Note that only (a) and (b) may compete in any league or tournament competitions.

## 4. Membership and match fees

Membership and match fees will be set annually and determined at the Annual General Meeting.

## 5. Officers of the club

The Officers of the club will be;

- President (Life President in exceptional circumstances determined by the Committee)
- Chair
- Secretary
- Treasurer
- Club Welfare Officer (when necessary due to junior involvement)
- Club Coach (when necessary due to junior involvement).

Officers will be elected annually at the Annual General Meeting.

## 6. Committee

The club will be managed through the Management Committee consisting of: Chair; Secretary; Treasurer; at least two others. Only these posts will have the right to vote at meetings of the Management Committee.

- The Management Committee will be convened by the Secretary of the club.
- The quorum required for business to be agreed at Management Committee meetings will be three persons.
- The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 7. Finance

- a. All club monies will be banked in an account held in the name of the club.
- b. The Club Treasurer will be responsible for the finances of the club.
- c. The financial year of the club will be determined by the Treasurer (in liaison with Committee).
- d. A statement of accounts will be presented by the Treasurer at the AGM.
- e. Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## 8. Annual General Meetings

- a. Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 7 clear days' notice to be given to all members.
- b. The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
- c. Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- d. Elections of officers are to take place at the AGM.
- e. All members have the right to vote at the AGM.
- f. The quorum for AGM will be five members.
- g. The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM.

## 9. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

## 10. Dissolution

A resolution to dissolve the club can only be passed through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will be sold (where possible) and donated to a charity nominated by a majority of the membership.

## 11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

### Declaration

**Great Horkesley Table Tennis Club** hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chair

SIGNED:

DATE:

NAME:

POSITION: Club Secretary

**Appendix: Code of Conduct (below).**

## Appendix: Code of Conduct - Great Horkesley Table Tennis Club

The Code of Conduct has been created for players, officials, coaches, match officials, parents and spectators to refer to when engaged in the activities of Great Horkesley Table Tennis Club. It forms part of the Constitution of the club.

### Responsibility of the Club and its officials;

1. The Club and its officials have a responsibility to ensure the use of appropriate language and behaviour and commit fully to the spirit of this code of practice;
2. that equal opportunities for participation in table tennis are made available regardless of ability, size, shape, sex, disability or ethnic origin;
3. that coaches should make a personal commitment to keep themselves informed on sound coaching principles;
4. that equipment and facilities are appropriate to the age and ability of the players and meet safety standards;
5. that players are aware that the rules/laws of the game are for their own safety and should be respected;
6. that players respect the ability of their opponents and the judgement of match officials.
7. that the use of violence in any form is unacceptable behaviour, be it by spectators, coaches, officials or players.

### Spectators should;

1. Applaud good performance and effort by your team and the opponents. Congratulate both teams upon their performance regardless of the game's outcome.
2. Respect the official's decision. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach young people to do likewise.
3. Condemn the use of violence in any form.
4. Show respect for your team's opponents. Without them there would be no game.
5. Encourage players to play according to the rules and the official's decision.
6. Demonstrate appropriate social behaviour by not using foul language or harassing players, coaches, or officials.
7. Recognise the value and importance of volunteer coaches and officials. They give their time and resources to provide sport opportunities and deserve support.

### Officials should;

1. Confirm to the rules and regulations of table tennis.
2. Compliment both teams on their efforts.
3. Be consistent, objective and courteous in calling infractions.
4. Condemn the use of foul language and violence of any form.
5. Promote fair play and appropriate sports behaviour.
6. Ensure that your behaviour is consistent with the principles of good sportsmanship at all times.
7. Make a personal commitment to keep yourself informed of sound officiating principles and rule changes.
8. Treat all people fairly and with respect regardless of race, background, religious beliefs or gender.

**Players should;**

1. Treat all people fairly and with respect regardless of race, background, religious beliefs or gender.
2. Respect the referee, umpire or officials' decisions and the rules of the game.
3. Co-operate with coaches, volunteers, team mates and opponents. Without them there would be no game.
4. Control your temper both on and off the playing area. The use of bad language, deliberately fouling or provoking an opponent is not permitted.
5. Do not criticise others by words or gesture.
6. Work to the best of your ability both individually and as a team.
7. Be committed to your team by showing good attendance at training sessions, being positive and motivating others.
8. Be a good sport. Cheer all good play whether it is from your team or the other team.
9. Respect the facility and equipment being used.
10. Wear appropriate kit and remove jewellery before play.
11. Smoking, consuming alcohol and taking non-prescribed drugs is not permitted.

Membership of Great Horkesley Table Tennis Club is conditional of acceptance of this Code of Conduct and payment of the annual subscription to GHTTC is sufficient to confirm acceptance of same.