**Gwent Table Tennis Club**

**(Incorporating Eastern Valley & Newport & District Table Tennis Leagues, Cwmbran & Newport Table Tennis Clubs)**

**Constitution & Rules.**

1. **Name**

The club shall be called the Gwent Table Tennis Club, (and may incorporate the name of a sponsor should one become available).

It shall be affiliated to Table Tennis Wales, the Gwent Table Tennis Association and any other body or association beneficial to the Club / League as determined by the Management Committee.

The club will consist of two main elements.

1. The Gwent Table Tennis Club
2. The Gwent Table Tennis League

Both elements will support the objectives of Wales Table Tennis Foundation as a member organisation and customer.

1. **Objectives**
2. To support and encourage membership of the Club through competitive and social table tennis.
3. To promote table tennis as a fun, healthy and social activity for the whole community.
4. To improve the playing standard of table tennis through coaching for all ages, genders, abilities (both physical and mental) and ethnic backgrounds from beginners to advances players.
5. To promote table tennis through outreach programmes to schools, youth organisations and community centres.
6. To promote the health benefits of table tennis through outreach programmes to local communities, those suffering poor health (both physical and mental) and minority groups.
7. To provide a competitive league structure across a broad range of abilities so that players are able to progress from social to league table tennis.
8. To promote league player and social player competitions
9. To encourage and support the development of certificated coaches and volunteers to further the objectives as above.
10. To seek funding opportunities and partners to further the objectives as above

**3 Membership**

Membership shall be open to any individual. Membership will be subject to an application and registration process that will apply during each financial year.

1. **Full Membership** **(League and Social)**

Junior Membership will include players under 17 years of age on 1st July of the preceding year.

Adult Membership will include players of 17 years of age, or older on 1st July of the preceding year.

Only full members will have voting rights.

1. **Social Memberships**

Junior Membership will include players under 17 years of age on 1st July of the preceding year.

Adult Membership will include players of 17 years of age, or older on 1st July of the preceding year.

1. **Casual membership**

Shall be open to any individual wishing to play socially or through any outreach activity or through any organised coaching activities and will be subject to payment of the appropriate subscription.

1. Application for membership shall be on the prescribed form and sent to the appropriate person (as outlined on the form) and accompanied by the appropriate membership fee (to be decided annually by the Management Committee).
2. All required personal information shall be completed on the registration form and shall be used only for the administration of both the club and league. Information will only be shared with other organisations as shown in the Club Personal Information & Privacy Policy.
3. Members must be correctly registered before being able to compete in any competition.
4. After the commencement of the League programme in any season, a new registration for **Full Membership** can only be included after majority approval of the Management Committee.
5. The Handicap Committee and Management Committee will make recommendations for the following seasons Membership subscriptions and fees for agreement at the AGM.
6. Full membership subscriptions and fees shall be payable upon registration prior to the commencement of any fixtures. Failure to pay the agreed fees may involve suspension of the member.

**4 Refusal or Suspension of Membership**

a) Any application for new membership (prospective new member applying to join the club may be refused (membership) if it becomes known by the Management Committee that the applicant has acted in a manner (for example if charged with and/or convicted of a serious criminal offence) and that would bring the Club into disrepute if the applicant were to be granted membership.

b) A member may be suspended from the club either permanently or for a prescribed period of time by agreement of a majority decision of the Management Committee if the member acts in any way (for example if charged with and/or convicted of a serious criminal offence) and that would bring the Club into disrepute if that player were to retain membership. Any such suspension will be notified to the player in writing stating the length of the suspension.

1. Any applicant, or suspended member, may appeal against the decision to refuse membership or against their suspension by writing to the Management Committee stating the reasons for their appeal. If the decision of the Management Committee is upheld the applicant, or suspended member can make a further appeal to the membership at the next AGM. The decision of the AGM will be final and will be notified to the applicant, or suspended player in writing by the Club Secretary within 14 days of the AGM

**Refusal or Suspension of Membership due to safeguarding issues.**

1. A member may be suspended from the Club, either permanently or for a prescribed period of time, on recommendation of the Safeguarding Officer to the Management Committee. Any such suspension will be notified to the player in writing.

Confidentiality will be maintained at all times should such an incident occur. The Safeguarding Officer would notify any relevant authorities they see fit to investigate and conclude any investigation necessary.

A member has the right of appeal against the suspension in writing to the Management Committee whose decision is final.

1. The Safeguarding Officer is able to request any member or new applicant for membership to undertake any relevant checks they deem necessary if that person is to become involved in any of the Clubs outreach, community, schools or coaching and improvement programmes.
2. Examples are CRB and DBS checks but the Safeguarding Officer can make any reasonable request they deem necessary in support of the application.

**5 Management Committee**

The affairs of the Club shall be controlled by a Management Committee comprising (but not limited to) –

Chairperson

Vice-Chairperson

General Secretary

Treasurer

Safeguarding Officer

Fixture Secretary

Tournament Secretary

Divisional Representatives – 1 per Division.

A minimum of 1 Auditor. The Auditor(s) shall have no voting rights in the Management Committee and shall not hold any other Office in the Club.

And not more than 1 committee member per division comprising of members from each division.

a) The Officers, Fixture Secretary, Tournament Secretary and Committee Members shall be elected at the AGM for a term of two years, however at the 1st anniversary AGM half of the inaugural Officers and Management Committee must stand down, with those completing their 2 year term standing down at the 2nd anniversary AGM. All Officers and or Management Committee members standing down in rotation are eligible to seek re-election.

b) A Handicap Committee will be established following the AGM comprising the Fixture Secretary, the Tournament Secretary and 1 committee member per division (or other appointees by the Management Committee if the required members are not appointed from the divisional members).

c) The Management Committee shall have the power to appoint sub-committees and to appoint or co-opt members for any sub-committee.

d) The Management Committee shall have the power to appoint such authority to a sub-committee as necessary for the function of the sub-committee and the administration of the Club.

**6 Finance**

All monies accruing to the Club shall be placed in the Club Banking Account(s), Investment Account(s) and/or Building Society Account(s) that may be from time to time opened. The Management Committee are able to determine which bank accounts are used for the Club and League funds that are received from members.

1. All cheques require two signatories from the following Treasurer, Chairperson, General Secretary, and/or other(s) appointed by the Management Committee. The Treasurer should be notified of all payments.
2. The Treasurer can approve online transactions.
3. The Financial Year of the League shall be 1 June to 31st May and the accounts of the Club shall be audited annually following the end of the financial year by the appointed Auditor(s).
4. The Treasurer shall present a statement of the audited accounts at the AGM.
5. The Chairperson, General Secretary and Treasurer shall be responsible to the Management Committee and members for all other property and assets of the Club and shall report those assets at the AGM.
6. A minimum of 50% of existing reserves (or a minimum of £5000) will be restricted for the following financial year to protect the long term sustainability of the Club. Un-restricted reserves may be used to invest in projects or capital equipment with the agreement of the members. The minimum requirements can only be changed by a resolution to either an Annual General Meeting or Extraordinary General Meeting and with a majority vote on excess of 2/3rd of the voting members.

**7 Meetings**

1. Each year there will be a General Meeting held during August, the Annual General Meeting.
2. The General Secretary shall give at least 14 days’ notice of the AGM, the notice shall be in writing and should be accompanied by or information provided for members to view on line or electronically the:-

* Agenda
* Minutes of the previous AGM
* A statement of the finances of the Club
* A statement of the property and assets of the Club
* Reports from the Fixture Secretary and the Tournament Secretary
* Reports from any Sub-committees that have been appointed
* Nomination forms for the election of Officers and Management Committee members

1. Nominations for Officers and Members of the Management Committee shall be returned to the General Secretary in writing prior to the AGM. Consent for the nomination must be obtained by the nominator before nominations are submitted. If there are vacancies for any Officer or Management Committee positions, nominations shall be accepted at the AGM provided that the nominator can confirm that the nominee accepts the nomination.
2. Voting at the AGM of the Club shall be by show of hands (or secret ballot if a majority of members attending request it). A simple majority of voting members is required to adopt any vote or ballot, but in the event of a tie the Chairperson can exercise a casting vote. Each attending Member shall have 1 vote.
3. A Member may exercise a proxy vote(s) by provision of a signed statement to the Chair of the meeting, authorising another named Member (who will be present at the AGM) to cast their vote(s) in their absence.
4. Proposed rule changes shall be put onto the agenda of the AGM, or convened Extraordinary General Meeting. A copy of the proposals shall be sent to all members of the Management Committee and the membership of the Club with the notice of the meeting. Amendments to the rules may be brought into effect immediately or deferred to the following season at the discretion of the AGM or Extraordinary Meeting that agreed the change.
5. Extraordinary General Meetings shall be held upon the instructions of the Management Committee or by the signed request of a minimum of 51% of Membership.
6. Voting at an Extraordinary General Meeting shall be by show of hands (or secret ballot if a majority of members attending request it). A simple majority of voting members is required to adopt any vote or ballot but a ‘Special Resolution’ shall be required to –

* Rescind any action of the Management Committee.
* To terminate the Club or League.

The adoption of a ‘Special Resolution’ requires the support of a minimum of 2/3rd 75% of voting members present.

1. A Member may exercise a proxy vote(s) by provision of a signed statement to the Chair of the meeting, authorising another named Member (who will be present at the EGM) to cast their vote(s) in their absence.
2. In the event of the dissolution of the Club any funds and/or assets will be distributed at the discretion of the Management Committee whose decision is final.

1. The Management Committee shall meet to organise and arrange the league prior to the commencement of the season. Any additional meetings will be held as required during the year to conduct efficient Club / League and any other business.
2. Decisions of the Management Committee, the AGM or Extraordinary Meetings shall apply to all members.

**8 Playing Facilities**

All league matches and competitions shall be held at a venue(s) as determined by the Management Committee and which will be of a satisfactory standard.

**9 Awards**

1. Winning teams in each division and League organised competitions shall be awarded a trophy to be held for one season only and the winning team will be responsible for its safekeeping and maintenance in good condition.
2. All such trophies must be returned to the General Secretary on request and failure to do so may involve the member, or team members, holding the trophy in disciplinary action as determined by the Management Committee.
3. All winning teams and runners up may also receive up to 4 individual awards at the discretion of the Management Committee, the Clubs finances and the team’s personal preference.
4. To be eligible for individual awards each player in a winning team (or runners up team) must have played in at least 50% of the League matches. Teams may purchase awards at their own cost if they choose to do so.

**10 Withdrawals**

1. If any member’s (or team) withdraws from the League before the completion of their fixtures all membership fees paid will be forfeited.
2. The record of any team that withdraws from the League during the playing season shall be expunged from the system and points retracted from all affected remaining teams.

**11 Behaviour**

1. The Club expects its members to behave in a proper and civilised manner. Any misbehaviour may be subject to disciplinary action by the Management Committee.
2. Any member can report or request incidents of poor behaviour are investigated by the Management Committee (including incidents of safeguarding).

**12 Extraordinary Questions**

In the event of any questions arising not provided for in the Constitution and Rules such questions shall be decided by the Management Committee whose decision will be final.

**13 Safeguarding**

1. The club has the highest regard to the safety and wellbeing of children and vulnerable adults. A Safeguarding Officer is appointed to oversee and assist the Management Committee in ensuring due care and attention is paid to safeguarding.
2. Any person, parent/guardian or person who is responsible for the care of a child or vulnerable adult who has any concern over the safety and wellbeing of that person should raise their concerns immediately in writing to the Safeguarding Officer. If appropriate the Safeguarding Officer will report to the Management Committee and any relevant authorities that it sees fit given the nature of the complaint or concern.

**The Safeguarding Officer.**

NAME Claire Flannagan

ADDRESS

TELEPHONE NUMBER

**14 Arrangements for Playing Formats of League, Tournaments and Competitions**

(Either this) The format for play for the forthcoming season will be set out in Annex 1 and Annex 2.

The Handicap Committee and the Management Committee after consultations with the Membership during the closed season will make recommendations to the AGM for the format for the forthcoming season.

Approved by Gwent Table Tennis Management Committee

Chairperson ................................................

Date .............................................................