**Constitution and Rules of Aberdeen and District Table Tennis Association**

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1 Name of the Association

The Association shall be called the Aberdeen and District Table Tennis Association (hereinafter abbreviated to ADTTA), and shall be affiliated to Table Tennis Scotland (hereinafter abbreviated to TTS).

2 Aims and Objectives

2.1 Aims

The aims of the Association are to promote, encourage, improve, and increase participation in Table Tennis in the Aberdeen area; to arrange League Matches, Tournaments, and Representative Events; to use its influence towards obtaining better facilities for the game; and to provide such facilities where possible.

2.2 Objectives

The specific objectives of the Association are to:

2.2.1 Promote and encourage the development of the sport in the Aberdeen area through the ongoing and regular provision of interesting, and worthwhile coaching courses for children.

2.2.2 Endeavour to increase the number of locations where coaching takes place on a regular basis.

2.2.3 Increase the size of the membership of ADTTA through active promotion of the sport.

2.2.4 Encourage and promote good sportsmanship and a high quality of conduct among member players when participating at any level, and in any location, in the sport of table tennis.

2.2.5 Encourage, promote, and develop, an ethos of player to player, team to team, and club to club cooperation and mutual support throughout the area covered by ADTTA.

2.2.6 Promote and support improvement in the standard of play and of coaching by members of ADTTA.

2.2.7 Organise and run local leagues and cup competitions for all member teams on an annual basis.

2.2.8 Organise and run an annual closed tournament for players from the Aberdeen area.

2.2.9 Register with, become actively involved in, and support the work of the TTS.

2.2.10 Support other official TTS tournaments by encouraging and supporting players of all ages to participate.

2.2.11 Support the annual Scottish Table Tennis Championships by entering official ADTTA teams.

2.2.12 Encourage and assist with the creation of teams and clubs

2.2.13 Support existing clubs and teams by providing information, help, advice, and other assistance, where possible.

2.2.14 Encourage involvement of schools in table tennis locally.

2.2.15 Liaise with, inform, and seek advice and assistance where necessary from representatives of local authorities, Sports Councils, and other bodies likely to be interested in the development of the sport within this area.

2.2.16 Seek grant aid and sponsorship actively from industry, commerce and any other supportive agency in order to develop table tennis in the area covered by ADTTA and in order to undertake the above activities.

3 Membership of the Association

3.1 Individual Membership

An individual may become a Member of the Association as follows:

3.1.1 Annual Player Registration – By annual player registration with ADTTA. Such Membership is valid for a full year up to and including the day preceding the start date of a new season. Registration is normally obtained by informing the Match Secretary timeously at the beginning of a season. Such Membership incurs an annual fee determined by the EC and permits the Member to play in ADTTA league and cup matches. The fee payable also includes a TTS registration fee which is paid by ADTTA to TTS.

3.2 ADTTA Team Membership

In order to play in league and cup matches organised by ADTTA all participating teams must be Member Teams of ADTTA and so will have:

3.2.1 Registered with ADTTA by completion of the appropriate application forms and will have returned these completed forms to the Match Secretary timeously at the beginning of the season.

3.2.2 Paid all fees to the EC including TTS team registration fees. These must be paid timeously to ADTTA.

3.2.3 At the time of registration have a minimum of 4 players who are current Members of ADTTA, or are being registered as Members concurrently with the Team Membership application.

3.3 ADTTA Club Membership

3.3.1 It is to the benefit of table tennis in the community that Table Tennis Clubs are encouraged to exist.

3.3.2 In order to be classed as a Table Tennis Club by ADTTA the applicant Club must have an identified Club Organiser; must have clearly identified premises for its use.

3.3.3 In the case where a Table Tennis Club is a sub-structure or sub-section of some larger organisation, then there must be a willingness within the sub-section to admit new members to the Table Tennis Club from the organisation as a whole.

3.3.4 Table Tennis Clubs can become Members of ADTTA and accrue benefits in terms of reductions in their Team Registration fees to ADTTA. The first team receives 10% reduction; and all others 20%. These reductions only apply to the Team Registration fees to ADTTA. This should encourage Clubs to register more than the minimum number of teams per club and so should provide more individuals with an opportunity to play competitive table tennis.

3.3.5 There is no reduction for Team Registration fees which are paid to TTS.

3.3.6 Table Tennis Clubs can become Members of ADTTA and accrue benefits in terms of reductions in their individual Player Registration fees to ADTTA. These benefits apply to every Club team. In each team the first 3 players pay the full registration fee. Players 4 to 6 pay only 50% of the ADTTA Player Registration fee and all other players pay nothing for ADTTA Player Registration. This should encourage teams to register more than the minimum number of players per team and so should provide more individuals with an opportunity to play competitive table tennis.

3.3.7 There is no reduction for Player Registration fees which are paid to TTS.

3.3.8 In order to take advantage of the above benefits the Table Tennis Club must be clearly identified by name and premises in the Team Registration forms at the beginning of each season and the conditions set out above must be met.

3.3.9 The EC will consider each application for Club Membership each season.

3.4 General Membership information for Clubs, Teams and for individual Members

3.4.1 Membership of the Association is open to all individuals, teams or clubs within the Aberdeen area, interested in the game of Table Tennis, at the discretion of the EC.

3.4.2 All Members including ‘Friends of ADTTA’ and ‘Helpers of ADTTA’, who play for a team in league or cup matches, in any season, must pay annual registration fees timeously to ADTTA for that season.

3.4.3 A ‘Members Book’ will be maintained in an up-to-date manner by the Match Secretary and will consist of the complete registration details of Members of all types (Individuals, Teams and Clubs).

3.4.3.1 The contents of the ‘Members Book’ is considered to be important for archive purposes and so should be retained and handed to successive Match Secretary post holders.

3.4.4 Where written communication is necessary with Members (e.g. prior to AGM’s or EGM’s, at the start of a season, or for other purposes) the following procedures will apply:

3.4.4.1 Where Members are registered with a Member Club of ADTTA then all communication will pass through the named Club Organiser.

3.4.4.2 Where Members are registered with a Member Team of ADTTA then all communication will pass through the named Team Secretary.

3.4.4.3 Other individual Members of ADTTA who are not registered through a Team or Member Club will have all communications sent directly to them.

3.4.4.4 It is the duty of each Club Organiser or Team Secretary to pass on information to their players.

3.4.4.5 The EC will assume that Members will be informed timeously of information contained in correspondence and literature if information is sent to Clubs and Teams in this way.

4 The Executive Committee

4.1 The affairs of the Association shall be managed, and the Constitution and Rules interpreted by an EC comprising the President, Vice-President, Secretary, Treasurer, Match Secretary, Development Officer, Child Protection Officer (hereinafter known as the Office Bearers) and up to four other qualified persons.

4.2 The EC shall be elected at the AGM of the Association, or an EGM called for that purpose, subject to the following conditions being met:

4.2.1 Nominations for the above stated positions shall be forwarded in writing to the Secretary a minimum of 28 days before the date of the meeting. In addition to the nominators signature, formal support must be offered by 5 other Members. Signatures indicating such support should be included with the nomination. Members must be informed, in writing, of the names of nominees at least 14 days before the annual AGM or the EGM which has been called to elect a new EC or EC member(s).

4.2.2 Nominations may be made at the AGM or EGM called for the purpose, for any of the 7 above stated posts, for which nominations have not been received by the requisite time.

4.2.3 Where nominations exceed positions a democratic vote will be taken to make the appointments.

4.2.4 After election, the democratically elected Committee may co-opt others to non-voting membership of the Committee at any time during a season, other than on the day of an AGM or EGM, subject to there being unanimity within the Committee to each individual nominee.

4.2.5 All nominees for all EC positions must be Members of ADTTA (any category).

4.3 If a vacancy in a season arises on the EC, through resignation, or for any other reason, among the nine (maximum) democratically elected Members the following conditions apply:

4.3.1 That position with full voting entitlements should be filled at an EC Committee meeting at which a full complement of remaining EC Members are present except if illness or some other cause makes it impossible to have a meeting of all EC Members within a reasonable time.

4.3.2 A two thirds majority of the voting complement of the current EC is required for such elections.

4.3.3 A maximum of two EC vacancies per annum can be dealt with in this way. Further vacancies must be filled at an AGM or EGM called for that purpose. If the AGM does not fall at a convenient time an EGM will be called automatically for this purpose under the normal regulations for EGM’s if such a situation arises.

4.3.4 Vacancies that arise on the Selection Committee may be filled by Members of the association, at the discretion of the EC.

5 Annual General Meeting

5.1 The date of the AGM will be set prior to the beginning of each season in question and Members will be informed of that date in the official and annual ADTTA Handbook, which must be issued to all Registered Team Secretaries and to all ‘Friends of ADTTA before the start of the season.

5.2 The AGM of the Association shall be held at the end of each season, not later than May 31, notice thereof being sent to Members 14 days before the meeting, along with Minutes of the previous year’s AGM, and any EGM’s held during the season, the Agenda for the proposed AGM, names of nominees for the EC for the new season, and other business to be transacted at that meeting.

5.3 An AGM can only be considered to be quorate if more than ten voting Members of the Association, in addition to the majority of existing EC Members, are present. A voting Member is a representative of a team who has the voting rights for the team in question, or is a ‘Friend of ADTTA’.

5.4 An official minute will be taken of the proceedings of the AGM, and this will be circulated to Team Secretaries of teams registered with ADTTA, at least 14 days before the next annual AGM.

5.5 All interested parties may attend an AGM; a roll-call of attendees will be taken by the Secretary of ADTTA, and this will be recorded in the official minute of that meeting.

5.6 Only the retiring EC Members, one representative appointed by each duly registered team, and ‘Friends of ADTTA’, are entitled to vote in elections for the EC.

5.7 Retiring EC Members have entitlement to vote in elections for the EC, whether or not their own league team has other representation.

5.8 Retiring EC Members, newly elected EC Members, ‘and representatives from each duly registered team’ are entitled to vote on any matters arising at an AGM or EGM, after the election takes place for the new EC.

5.9 Any proposal put to the AGM for discussion must be submitted, in written form, a minimum of 28 days before the AGM.

5.10 Members must be informed, in writing, of any business to be transacted at an AGM, at least 14 days before the AGM.

5.11 The business to be transacted at the AGM will be as below and will be transacted in the order stated:

5.11.1 Apologies will be taken and recorded by the League Secretary of ADTTA.

5.11.2 The minute of the previous AGM will be discussed in relation to accuracy. Amendments will be taken and formal acceptance of the minute will be sought.

5.11.3 Matters arising from the minute will be discussed.

5.11.4 The Chairman’s report for the year completed will be delivered and questions and discussions will be invited regarding its content.

5.11.5 Secretary’s report, incorporating a report from the Match secretary, for the year completed will be delivered and questions and discussions will be invited regarding its content.

5.11.6 Treasurer’s report for the year completed will be delivered and questions and discussions will be invited regarding its content.

5.11.7 Any other outstanding business from the season finished will be carried out, including presentations and amendments to the Constitution instigated during the season.

5.11.8 Election of Office Bearers and then election of other Committee Members will take place for the new season as set out in the Constitution of ADTTA.

5.11.9 Two Auditors, neither of whom are Members of the EC in question (full or co-opted), shall be appointed at the AGM.

5.11.10 Official hand-over to new EC. New Chairman takes the chair and conducts proceedings for the remainder of the meeting.

5.11.11 Any business relating to new season and to new EC.

5.11.12 AOCB

6 Extraordinary General Meetings

6.1 An EGM may be called by the EC, or through the EC by a written request to the League Secretary, specifying the purpose for which the meeting is desired, and signed by three Members of ADTTA all of whom should represent different registered Teams.

6.2 An EGM can only be considered to be quorate if more than ten voting Members of the Association, in addition to the majority of existing EC Members, are present. A voting Member is a representative of a team who has the voting rights for the team in question or is a ‘Friend of ADTTA’.

6.3 Any EGM must be held within 35 days of requests being received by the Secretary of ADTTA. The Secretary must give each Member at least 14 days’ notice of the date and venue, and must state clearly the business to be transacted.

6.4 All interested parties may attend an EGM; a sederunt will be taken by the Secretary of ADTTA, and this will be recorded in the official minute of that meeting.

6.5 An official minute will be taken of the proceedings of the EGM and this will be circulated to Members at least 14 days before the next annual AGM or EGM to which it is pertinent.

6.6 No business other than that for which the EGM has been called, outlined in the written request (see above) shall be transacted at an EGM, unless the business of the EGM results in dissolution of the EC. Under such circumstances, it is also the business of the EGM to elect a temporary Management Committee, with the sole purpose of continuing the work of ADTTA in a constitutional manner until another EC can be elected.

6.7 All interested parties may attend an EGM, but only EC Members, and one representatives from duly registered teams, are entitled to vote.

6.8 EC Members have entitlement to vote in elections for the EC, whether or not their own league team has other representation.

6.9 In the event that the EGM is held for the purpose of electing an EC in whole or part then the voting regulations will be as set out in sections 4 and 5 above.

6.10 In the event that Members of the EC are replaced at the EGM, such that the Selection Committee is no longer Constitutional, then a new selection Committee will be appointed as outlined in paragraph 8.4.

6.11 An EGM called by Members for dissolution of the current EC cannot be called without evidence consisting of signatures from at least one third of current Member Team secretaries, or an equivalent number of Member Team secretaries, to a document which asks specifically for an EGM to be held to dissolve the current EC.

6.12 An EGM called as a result of a proposal to dissolve the current EC will have authority to dissolve the EC, but not to elect a new EC. This will be implemented at a subsequent EGM or at an AGM within 56 days after Members have been informed in writing that a new EC is to be elected. Members must be informed of the date of the proposed EGM for the election of a new EC within 14 days of the EGM at which a decision was taken to dissolve the current EC.

7 Alterations to the Constitution and Rules of the Association

Alterations to the Constitution and Rules of the Association may be effected by a two thirds majority at an AGM, or at an EGM called for that purpose, provided that notice of the proposed alterations has been sent to the Secretary a minimum of 14 days beforehand. It is the duty of the Secretary to send a copy of the proposed alterations to each Member at least 14 days prior to the meeting.

8 Management of ADTTA

8.1 Management of ADTTA and all its business will be carried out under the control of the EC.

8.1.1 The EC shall meet as often as is necessary to bring about the effective and efficient discharge of the business of the Association.

8.1.2 All meetings of the EC shall be called by the Secretary of ADTTA.

8.1.3 Meetings will be presided over by the President. In the absence of the President those present will appoint one of the other Office Bearers to preside over the meeting on that occasion.

8.1.4 EC Committee meetings must have a quorum of five full Members (i.e. elected Members, not co-opted), three of whom must be office bearers, in order to be constitutional.

8.2 Policy Statements

The Association will have Policy statements on Coaching and Development, and on Financial Management, and these will be subject to regular review.

8.2.1 Coaching and Development

The Association will have a formal printed Policy Statement covering Coaching and Development

The Policy Statement will encompass:

a Fostering and promoting local coaching schemes

b Training coaches

c Codes of conduct for players and coaches

d Disciplinary procedures and methods

e Transportation and care of cadets and juniors

f Grants, sponsorship and fund raising

g Forward thinking

The Policy Statement will be reviewed annually by the EC.

The Policy Statement will be made available to all teams registered with ADTTA.

8.2.2 Financial Management

The Association will have a formal printed Policy Statement covering Financial Management.

The Policy Statement will encompass:

a Current plans for ADTTA monies

b Spending limits on projects and activities

c Allowable expenses for individuals

d Claim and payment of expenses to individuals

f Grants, sponsorship and fund raising

g Forward planning

The Policy Statement will be reviewed annually by the EC.

The Policy Statement will be made available to all teams registered with ADTTA.

8.3 Leagues and Tournaments

8.3.1 The Association shall annually organise and run Leagues consisting of Member teams and Member players from the local community.

8.3.1.1 Leagues will be normally be based on teams consisting of three or four players.

8.3.1.2 Where Leagues are based on teams of three or four players the Leagues will be referred to as ADTTA Leagues, or may have a sponsor’s name preceding the word Leagues.

8.3.1.3 Singles leagues based on individuals competing rather than teams, may also at times be organised and run.

8.3.1.4 Where Leagues are based on individuals competing, rather than teams of players, the Leagues will be referred to as ADTTA Singles Leagues or may have a sponsor’s name preceding the words Singles Leagues.

8.3.2 The Association shall hold, normally annually, a tournament, which shall be known as the North of Scotland Confined Table Tennis Championships.

8.3.2.1 Players will be deemed eligible to compete in these championships, provided that they satisfy at least one of the following criteria.

8.3.2.2 The player must have been born in Grampian Region, or in an area which has been or is defined by the boundaries of Grampian Region.

8.3.2.3 The player is a current Member of ADTTA

8.3.2.4 The player has played at least one full season, in the course of the previous three calendar years, in the league structure organised by ADTTA.

8.3.2.5 A player not covered by the above, but who is resident in Grampian Region, or in an area which has been or is defined by the boundaries of Grampian Region, may be deemed to be eligible to compete at the discretion of the Association.

8.3.3 The Association shall hold, normally annually, a tournament, which shall be known as the North of Scotland Open Table Tennis Championships. Authority to run such will be sought timeously from the TTS, for inclusion in the TTS calendar of events, so that players may gain TTS ranking points from competing in the tournament.

8.3.3.1 Players will be deemed eligible to compete in this tournament provided that they satisfy TTS registration rules current at the time.

8.4 Selection Committee

8.4.1 A Selection Committee chaired by an EC member and supported by the league coaches

8.5 Financial Management

8.5.1 The EC has full powers of disbursement on the monies held in the name of ADTTA.

8.5.2 Proper books of Account shall be kept by the Treasurer of ADTTA.

8.5.3 The financial ‘year’ for ADTTA shall run from a date 14 days before the election of an EC, to 14 days before the date of election of the succeeding EC.

8.5.4 All monies received on behalf of ADTTA shall be paid into a Bank Account (or Building Society Account) in the name of Aberdeen and District Table Tennis Association at a Bank (or Building Society) approved by the EC.

8.5.5 Books, showing the financial transactions of the Association for the previous year, must be submitted at an AGM, duly signed by the auditors appointed at the previous AGM, who have examined the receipts and entries in the appropriate books of accounts.

8.5.6 Signatures from two Office Bearers shall be required for all withdrawals from any account held in the name of ADTTA. Only in exceptional circumstances will the Treasurer not be one of the signatories on a withdrawal. Such exceptional circumstances are only permitted after special consideration by, and with the unanimous agreement of, an EC Meeting.

8.5.7 An accurate statement of the current financial position of the Association should be provided for each EC meeting.

8.5.8 The fees paid to ADTTA by Members, Teams, and Clubs will be determined annually by the EC.

8.5.9 No one has the authority to incur expenditure on the behalf of the Association without obtaining prior consent from a quorate EC meeting.

8.5.10 The EC may allocate a budget to an EC Member to cover planned expenses, in advance of the expenses being incurred.

8.5.11 Unanticipated expenses, as defined in the Finance Policy Statement, may be incurred without EC consent, where these expenses are of a nature which makes them immediately essential to the operation of the Association. If this occasion arises, then justification for the expense must be provided to the EC, at the first available EC meeting following the expenditure.

8.6 Trophies and Other Assets

8.6.1 The League Secretary of the Association will hold and keep current a Trophy Book which details ADTTA trophy winners’ names and addresses. Trophy winners must sign for any returnable trophy before it leaves the possession of the League Secretary. It is the responsibility of the League Secretary to ensure that this is done.

8.6.2 Clubs and players holding Association Trophies are responsible for their safe custody, and their return when required.

8.6.3 The Vice President of the Association will hold and keep current an Inventory Book which details all ADTTA properties (with the exception of Trophies) and their locations. All ADTTA property should be clearly identifiable through appropriate marking. It is the responsibility of the Vice President to ensure that this is done.

8.6.4 The Match Secretary will maintain a Members Book of the current and past Members as previously described.

8.6.5 An attempt should be made by the EC to obtain the unpaid services of an Official ADTTA Archivist who would be nominated and elected by the EC in good faith to hold, maintain, look after, keep up-to-date, and hand on to successive Official Archivists the table tennis ‘information treasure’ of generations.

9 Winding Up ADTTA

9.1 If a motion ‘to wind up ADTTA’ is put to an AGM or EGM of ADTTA in a constitutional manner and two thirds of Members, or more, attending that AGM or EGM vote in favour of the motion the EC of ADTTA will be required to request the EC of the Aberdeen Sports Council to carry out a ballot of all Members of ADTTA on this matter. This ballot will be financed by assets of ADTTA.

9.2 ADTTA shall be wound up on the decision of a two thirds majority, or more, of the votes of individual current Members of ADTTA in a ballot carried out by an individual or individuals authorised by the EC of the Aberdeen Sports Council, but who are not Members of ADTTA.

9.3 In the event that ADTTA is wound up as a result of such a ballot, all monies and assets of the Association will become the ‘property-in-trust’ of the Aberdeen Sports Council. All assets and monies should be held in trust by the Aberdeen Sports Council until such time as, under the guidance and supervision of the EC of the Aberdeen Sports Council, a new Aberdeen and District Table Tennis Association can be formed, or failing that, after a period of 2 years, some other facility able to use the assets of ADTTA for the good of the citizens of Aberdeen can be located.

9.4 If the EC of the Aberdeen Sports Council decide not to undertake the ballot, an EGM for ADTTA Members will be held to decide on the future of ADTTA and its assets.

10 Rules for League Entry

10.1 Each participating team must be a current fully paid Member Team of ADTTA with a permanent (for the current season) home venue, a permanent home night (for the current season), and a minimum of 4 registered and fully paid player Members of ADTTA.

10.2 It is a condition of league entry that all teams and players register with TTS.

10.3 By the first day of each season, each participating Team or Club Secretary, must have supplied full team information, as requested by the Match Secretary. If full details are not available, the Match Secretary is able to waive this requirement, so long as suitable communication to this effect has taken place.

10.4 Where a Table Tennis Club is registered as such with ADTTA and it registers teams for league play, such teams and its players may be eligible for a reduction in the Aberdeen League contribution to their total registration fees.

10.5 Should a team be admitted to the league after the official start of the season, full fees will still be payable.

10.6 In the interests of league management efficiency, the Match Secretary should be informed as soon as possible of any change to the permanent home night or permanent home venue of any team.

10.7 The EC will decide the start date of each season.

11 Rules for the Creation of Leagues

11.1 At the end of each season, the first one or two teams in each division shall normally be promoted to the next higher division, and the lowest one or two relegated to the next lower division. In the case of a tie the team with more fixture victories shall be higher placed. If necessary a play-off shall decide the issue.

11.2 The number of teams in each division shall be determined by the EC.

11.3 Should it be decided to reduce the number of teams in any division, promotion may be withheld or additional teams may be relegated.

11.4 Any vacancies that may arise at the beginning of a season, in any division, may be filled by any team, at the discretion of the EC.

11.5 The EC may, from time to time, consider that for the good of the Association it is necessary to restructure the leagues, and so teams may be promoted or relegated for that purpose, whether or not their previous seasons performance would normally have resulted in that action.

11.6 In order to promote the game of table tennis within the Aberdeen area it may be necessary from time to time to ‘insert’ new teams at any point within the league structure. This provides the EC with the opportunity to accelerate the development of new young players.

12 Rules of League Play

12.1 The current ‘Laws of Table Tennis’ as set out by the International Table Tennis Federation (ITTF) in their published ‘Rules’ apply to all matches.

12.2 Any dispute regarding the ‘Laws of Table Tennis’ should be referred to the Match Secretary as soon as possible. The Match Secretary is empowered to take the final decision in any such dispute.

12.3 A fixture shall consist of 10 matches, nine singles and one doubles. The order of play shall be six singles matches, followed by the doubles, then the concluding three singles matches. Fixtures must be played in this order, unless agreed otherwise, by both team captains, before the fixture commences, or during the fixture.

12.4 The playing order of the ‘home’ side must be entered first in the scorecard, and shown to the visiting team. The doubles pairings need not be decided until immediately before the double match commences, but again, the ‘home’ pairing must be entered first, and shown to the visitors. Any Members of a team’s registered squad may play in the doubles, whether or not he/she takes part in the singles.

12.5 A maximum of 4 players may represent any team in any fixture. Three players will be used by each team to contest the singles matches in a fixture. The fourth player may be used within the doubles match.

12.6 All teams are responsible for their own travelling expenses.

12.7 Both teams must be in attendance by the time shown in the handbook for the ‘home’ team (e.g. 7.00 or 7.30), and the match commenced within the next quarter-hour (7.15 or 7.45) unless mutual agreement is obtained between representatives of both teams prior to the commencement of the fixture.

12.8 If any Member of either team is not present and ready to play as their matches become due, they will be conceded in scorecard order, unless a concession on this ruling is obtained from the non-offending team prior to the scheduled start time.

12.9 In the event of total non-attendance of a player from one team or players from both teams, the final score for the match will be calculated as follows:

12.9.1 If a player is absent from a team with the other team at full strength the absentee’s matches will be awarded to the other team.

12.9.2 If one player is absent from each team then all their matches are excluded from the final score.

12.9.3 If one player is absent from one team, and two players absent from the other, all matches for one player from each team will be excluded from the final score. The team with two players absent will forfeit the three matches of their second absentee plus the doubles match to the other team.

12.10 No player may play for another team in the same division as that for which he/she is registered unless that player is officially transferred.

12.11 Any player may, in reserve capacity, play an aggregate of up to and including five matches in divisions above that for which he/she is officially registered, but may only play for one team within each higher division, and for teams within his/her own ADTTA Registered Club. A player or reserve playing an aggregate of more than five matches in higher divisions in any season shall then cease to be eligible to play in the lower division for the remainder of that season. Automatic transfer of the player will take place to the team in the higher division for whom the sixth match is played, as and when the sixth match is played. The Match Secretary has, however, to be informed of this situation in advance of this sixth match. The transfer is independent of the date within any season, is free, and provides automatic eligibility thereafter for the player to play for the team to which the transfer has taken place. The same conditions, thereafter, govern that players registration and he/she will play for his/her new team as for any other player in the same team.

13 Rules for Transfer of Players

13.1 At the beginning of a season, a player may be registered with any team. During the season he/she may be transferred from one team to another.

13.2 A player shall be deemed to have been transferred between teams when the Match Secretary has been informed, and when the Match Secretary has indicated that the transfer is complete.

13.3 Internal transfer of players between teams in the same club may be permitted under the same conditions, subject to the approval of the EC.

13.4 No transfers can take place after January 31 in any given season.

13.5 Players may not transfer between clubs once they have played any matches for a club, during the season.

14 Rules Regarding Umpiring

14.1 Both teams are responsible for umpiring.

14.2 Each player in the ‘home’ team shall umpire two matches, and each player in the visiting side one match. The non-participant from the ‘home’ team shall umpire the doubles match.

14.3 The above must be adhered to, unless both teams agree otherwise.

15 Rules Regarding Fixture Results

15.1 It is the duty of the secretary of the home team, in any fixture, to ensure that the result of each fixture, on an official scorecard, is in the hands of the Match Secretary as soon as possible after the fixture. This should not be later than 7 days after the completion of a fixture.

15.2 Results, with full fixture details included, not in the hands of the Match Secretary within 7 days of the fixture taking place may result in a 10-0 victory being assigned to the away team, at the discretion of the Match Secretary. Exceptional circumstances, which have caused delay of a fixture result reaching the Match Secretary by the requisite time, may be referred in writing to the EC for consideration. The EC retains the right to define what constitutes ‘exceptional’ in this regard.

15.3 League and Cup results sent to the Match Secretary must be based on real matches and fixtures played. The result of a single fixture may not, under any circumstances, be ‘doubled-up’ to count as two fixtures. In the event that this occurs, the Match Secretary may declare the fixture ‘null and void’, and the fixture(s) must be replayed.

16 Rules Regarding Postponement of Fixtures

16.1 Postponement of a fixture is the deferring or ‘putting off’ of a fixture to a future time.

NOTE: Cancellation of a fixture is an eradication of a potential fixture and so it implies that it will not be played at a future time.

16.2 Postponement of fixtures is discouraged, but can be agreed, without penalty to either team, under the following conditions:

16.2.1 Mutual agreement, by representatives of both teams is obtained, in ‘reasonable’ time before the fixture date;

[NOTE: Under most circumstances, whether for League or Cup matches the term ‘reasonable’ is defined as being 36 hours minimum].

16.2.2 The Match Secretary is informed of the reason for postponement, and of the agreement of both teams, and is agreeable to the postponement.

16.2.3 An alternative date is agreed between the two teams, and is communicated to the Match Secretary, at the time of agreed postponement.

16.2.4 It is the duty of the secretary of the home team (even if they are not the team requesting the postponement), to request postponement from the Match Secretary.

16.2.5 Fixtures should only be postponed if there are exceptional circumstances.

16.3 Fixtures should not be postponed if each team has at least 2 players available to play, and a venue is available.

16.4 No player or team has the authority to gift walkovers in fixtures, matches or games to other teams or players.

16.5 Cancellation of fixture(s) is not permitted, by the teams involved. If both teams are suggesting that the fixture cannot be played at all, for whatever reason, each team needs to refer their reasoning, in writing, to the EC for consideration. If both teams are in agreement they may make a joint submittal. The EC will then consider if the cancellation ‘request’ is upheld.

16.7 In the event that one of the teams does not agree with the postponement of a fixture then the matter should be submitted to the Match Secretary for consideration, with all of the required facts (reason for requesting / requiring postponement, and / or reason for not accepting request for postponement). This should be done without delay. The Match Secretary, will raise the matter with the EC for consideration and both teams will be advised of the outcome of that consideration.

16.8 It is the responsibility of all team secretaries to examine the League and Cup Fixture Lists and within 14 days of issue of these lists notify the Match Secretary of any known problems regarding fixture dates. At this time, it is also the responsibility of the individual team secretaries to rearrange fixtures which are problematic and to detail these changes to the Match Secretary. All fixtures are otherwise assumed by the Match Secretary to be suitably allocated and any changes made to their dates of play are subject to the rules surrounding postponement of fixtures set out herein. Rescheduling of matches between two teams, well in advance of problem fixture dates, is strongly encouraged, and in these instances, where both teams are in agreement, the Match Secretary only needs to be informed.

16.9 The Match Secretary must be informed, by the non-offending team, through submission of a fixture card or by other means, within 7 days, in the event of a team not fulfilling an engagement, where no prior authorisation as outlined above for postponement had been agreed. A 10-0 victory will then be allocated to the non-offending team. Failure to supply this information will result in a 0-0 result.

16.10 Unauthorised cancellation/postponement will result in a formal note of such being taken by the Match Secretary with respect to the team causing the cancellation/postponement and a report will be submitted to the EC for its consideration and action.

16.11 In the event of sudden illness or injury, either prior to or during a fixture, the players may at their discretion continue to play all other matches making up the fixture, or may abandon the fixture, to be continued at some later date with the same teams or with a substitute for the injured or ill player as long as unanimity from the players prevails. The Match Secretary must be informed within 7 days by the secretary of the home team of the circumstances.

16.11.1 Substitution by one player for another on the same date or on another date will result in continuation of the fixture from the score situation with regard to matches as it stood at the time of the illness or injury of the player being substituted.

16.11.2 If the team whose player suffered the injury or illness cannot obtain the services of another registered player as substitute, in some constitutional manner, then points will be granted to the other team for unplayed matches.

16.11.3 Matches incomplete because of illness or injury will be allocated to the person who did not sustain the injury or illness.

17 Rules Regarding League Placings and Pointage System

17.1 Teams shall be arranged by division in descending order of points after aggregating points gained from matches played or deemed to be played.

17.2 A point is gained for each match won in each fixture

18 Discipline

18.1 Disciplinary action will be taken against any Club, Team or individual Member of ADTTA in breach of the Constitution and Rules.

18.2 This will be the result of careful consideration of all factors, at a properly constituted EC meeting.

19 Handicap Cup Competitions

19.1 Entry

Normally, every season, two Handicap Cup Competitions will be run by ADTTA, organised and managed by the Match Secretary. These are the Handicap Knock Out Cup Competition, and the League Cup Competition. The League Cup competition will be run, by division, for each of the divisions of the League.

19.1.1 All league teams shall be entered automatically into the Handicap Knock Out Cup Competition, without charge.

19.1.2 All teams, from all divisions, shall be entered automatically into the League Cup competition for their division, without charge.

19.1.4 No teams from outwith the ADTTA league structure may enter any of these competitions.

19.2 Rules of Play

19.2.1 Specific rules of play, including scoring processes, for the Handicap Cup Competitions will be issued prior to commencement of the cup competition each year.

19.2.2 All matches must be completed by the date set for that round of play, unless prior mutual agreement is obtained to any postponement by representatives of the teams concerned, and from the Match Secretary.

19.2.3 Any Cup match postponed through mutual agreement by team secretaries, and with the approval of the Match Secretary, must be played within seven days of the due date if such a date is specified by the EC or by the Match Secretary.

19.2.4 Any Cup matches unplayed before the date specified for the next round match will be declared void, and the team causing the delay will be withdrawn automatically from the competition, in order to permit the next match to take place on the specified date. If it is impossible to determine responsibility for the delay both teams will be withdrawn.

19.2.5 In the event that no attempt has been made to organise a fixture before the date of a next round match the ‘away’ team will pass to the next round automatically, in order to permit the next match to take place on the specified date.

19.2.6 If the home team has made reasonable attempts to arrange a fixture before the date of a next round match, then the ‘home’ team will go forward to the next round automatically, in order to permit the next match to take place on the specified date. A ‘reasonable attempt’ is one in which at least three dates have been offered to the opposing team secretary with two of these dates being at least seven days before the due date of the next round fixture.

19.2.7 If no week is specifically set aside for a particular round of the competition, ‘home’ teams are responsible for arranging ties.

19.2.8 All disputes must be referred to the Match Secretary, without delay.

19.2.9 The finals of these competitions are normally staged under EC supervision, at neutral venues with qualified STTA umpires officiating.

19.2.10 Players are eligible to compete in these competitions only for the team for which they are registered at the commencement of the competition. No player, may, under any circumstances, play for more than one team in any of these competitions in any one season.

19.2.11 In all matches in any of ADTTA’s cup competitions, the two teams shall make up their playing orders independently and privately, and thereafter transfer them to the match scorecard.

19.3 Handicaps to be used for the Handicap Cup Competitions will be updated and provided to the Team Secretaries during the course of the season; it is the responsibility of the Team Secretary for each team to be aware of the current handicap for players in their team.

20 Behaviour

Members of ADTTA will at all times, when engaged in table tennis play, practice, coaching, umpiring and spectating will be expected to exhibit exemplary self-discipline and behaviour, show respect for others, and be cognisant of their responsibilities as possible role models for children. Any breach of this code of conduct by any player should be reported to the EC.

Any disputes arising from the interpretation of the Constitution of Aberdeen and District Table Tennis Association; cases of misconduct by clubs and players, or any matters not provided for in the above, shall be dealt with by the EC. A disciplinary sub-committee of at least 3 members of the E.C. shall be appointed to consider the complaint. None of the sub-committee shall have been involved in the incident that led to the complaint being raised. The sub-committee will report to the E.C. whose decision shall be final and binding.

As revised at the AGM of ADTTA on May 2009

[This copy contains suggested wording updates and additions for consideration at the AGM in May 2018]