



**TOWNSVILLE TABLE TENNIS ASSOCIATION INCORPORATED**

**BY-LAWS (SENIOR FIXTURES)**

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**Townsville Table Tennis Association Incorporated**

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# 1. PART 1 – GENERAL

## 1.1 Definitions and Interpretation

(a) In these By-Laws:-

**Act** means the *Associations Incorporation Act 1981*.

**Association** means the Townsville Table Tennis Association Incorporated.

**Centre Coordinator** means the employed centre coordinator of the Association, if any.

**Committee** means the management committee of the Association established in accordance with the Rules.

**By-Laws** means these by-laws as amended from time to time and reference to a “by-law” means reference to a by-law contained herein, unless specially referred to as a by-law in a separate document.

**Hall** means the Association playing hall, located at 60 Charters Towers Road, Hermit Park.

**Head Coach** means the Head Coach appointed by the Committee in terms of the Rules, if any.

**ITTF** means the International Table Tennis Federation.

**Manual** means the Associations “Strategic and Operations Manual”.

**members** means the members of the Association in terms of clause 5.1 of these Rules and **member** means any one (1) of the members.

**Regulation** means the *Associations Incorporations Regulation 1999*.

**Rules** means the Rules of the Association as registered with the Office of Fair Trading and reference to a “rule” means a reference to a rule contained therein.

**Selection Panel** means the selection panel appointed under the Rules and the Association’s “By-Laws (General)”.

**Sport** means the sport of table tennis.

(b) In these By-Laws:-

(i) words importing the singular shall include the plural and vice versa; words importing any gender shall include any other gender; words importing persons shall include bodies corporate and unincorporate and vice versa as well as an individual;

(ii) headings are for ease of reference only and shall not affect the interpretation of these By-Laws;

(iii) "business day" means a day other than a Saturday, Sunday or a day which is a public holiday in Townsville, Queensland;

(iv) reference to any statute or statutory provision shall include any modification or re-enactment of, or any legislative provisions substituted for, any regulations made there under and all other legislation and statutory instruments issued under such legislation or such provision;

(v) references to parties, parts, clauses and attachments are references to parties, parts, clauses and attachments to this Manual as modified or varied from time to time;

(vi) all references to “\$” and “dollars” are to the lawful currency of Australia;

(vii) month means a calendar month; and

(viii) week means a calendar week; and





- (ix) a mutual agreement of parties shall occur when the parties make an agreement that has been arrived at between the parties without duress being applied to either party.
- (c) A word or expression that is not defined in these By-Laws, but is defined in the Act has, if the context permits, the meaning given by the Act.

## **1.2 Review of these By-Laws**

- (a) These By-Laws commence from the date in which they are approved by the Committee.
- (b) These By-Laws will continue to apply until replaced by amended By-Laws approved by the Committee.

## **1.3 By-Laws to be Binding**

- (a) Pursuant to Rule 44 of the Rules, the Committee may make, amend or repeal any by-laws not inconsistent with the Rules and otherwise in terms therein contained.
- (b) These By-Laws have been approved by the Committee as By-Laws for the purposes of the Rules and are binding on all members.
- (c) The Committee may pass any By-Law retrospectively if deemed appropriate or necessary by the Committee.

## **1.4 Member Viewing of these By-Laws**

- (a) These By-Laws shall at all times be available for viewing by members in the manner approved by the Committee.

## **1.5 Inconsistency**

- (a) Nothing contained in these By-Laws is intended to impose any obligations on the Committee or members that does not comply with the Rules. If any provision of these By-Laws does not comply with the Rules then the relevant clause of these By-Laws is varied to the extent of any inconsistency with the Rules.

## **1.6 Electronic Communication**

- (a) To the full extent permitted at law all notices given or required to be given under these By-Laws may be provided by electronic means.



## **2. PART 2 – FIXTURES (GENERAL)**

### **2.1 General**

- (a) Senior fixtures is intended to be for senior members wishing to compete in the Sport.
- (b) The Committee will endeavour to have as many divisions as reasonable during fixtures, having regard to the number of members competing in the fixtures and these By-Laws.

### **2.2 Night of Play for Fixtures**

- (a) Senior fixtures shall be played on a Wednesday night each week.
- (b) If a Wednesday night on a particular week is not practical for senior fixtures (such as during a week in which State of Origin is being played), then the Committee may substitute the fixture night on a particular week to a different night of the week.

### **2.3 Fixture Start and End Time**

- (a) The start time for fixtures shall be 7:15 pm sharp.
- (b) All players should aim to be at the Hall by 7:00 pm.
- (c) The end time of fixtures shall be determined having regard to the structure of the fixtures for that season, but the Committee will endeavour to have a finish time of around 10:00 pm.
- (d) If it appears that the match will not be completed on time, teams must make use of any vacant tables to play more than one rubber at a time to finish the match as close as possible to 10.00pm.

### **2.4 Scoresheets**

- (a) Before commencement of any match, the scoresheet must be properly filled-in and show all of the following:-
  - (i) Grade;
  - (ii) Section;
  - (iii) Night;
  - (iv) Date; and
  - (v) The names of the competing teams as per the draw.
- (b) Team captains should list the order of singles separately and must show the First name and Surname in the first section ABC or XYZ. The first name only may be used in the other sections, but if the first names are the same, the surname initial should be shown.
- (c) All scoresheets must be totalled (rubbers & games) and be signed by both team captains before being handed in to the control desk at the Hall by the captain of the winning team.
- (d) Points may not be awarded until correctly filled in scoresheets are handed in.
- (e) The obligation to ensure compliance with this by-law rests on the members.

### **2.5 Fees**

- (a) All fees payable by a member (including registration fees and fixture fees) shall be determined by the Committee in accordance with the Rules.
- (b) All registration and playing fees as determined by the Committee must be paid by all members prior to commencement of matches in accordance with this by-law.
- (c) Any substitute player must pay the nightly playing fees before commencement of the matches.
- (d) Subject to below, if fees are payable for an entire season in advance then the fees must be paid on or before the due date for payment.





- (e) Any player not paying the registration fees by the due date for payment, or if one is not set by the Committee then by second night of fixtures of the start of their first match, shall be deemed as unregistered. Points gained by any player or substitute whose fees have not been paid are liable to be disallowed.
- (f) Any team playing an unregistered player or otherwise infringing the Rules and By-Laws shall be liable to forfeit any points gained by that team for the match in which the infringement or offences occurred.

## **2.6 Order of Play**

- (a) Rubbers should be played in the order shown on the scoresheet.
- (b) If doubles games are included then both doubles pairs must be listed separately at the completion of the first three singles.
- (c) Should a player, who is filling in for a team from another section (i.e. a substitute player), not be available when it is his/her turn to play, rubbers may be played out of order. It should be remembered that a player's first responsibility is to his own team.

## **2.7 Point Scoring (teams fixtures)**

- (a) In team fixtures the winning teams shall score the allocated points determined by the Committee, which is usually 2 points.
- (b) In the event of a complete forfeit the winning team shall score the allocated winning points, provided that a properly completed scoresheet is handed into the control desk at the Hall, marked accordingly and showing the full names of all players who were actually available to compete. In the event of a team not having all players available the team will be allowed to play the players who are participating, provided they forfeit all games associated with the player who is not participating. If no players in a team is available to play by 7.45 pm the opposing team shall be entitled to claim a full forfeit.

## **2.8 Point Scoring (individual fixtures)**

- (a) In individual fixtures the points shall be allocated as determined by the Committee at the start of the fixture season.

## **2.9 Order of Serving**

- (a) Service at the start of each rubber shall be decided by the toss of a coin, or, by agreement between the players.
- (b) The service must be alternated after the first toss.

## **2.10 Umpiring**

- (a) Umpiring of each rubber shall be by mutual agreement between players and/or teams. Players are reminded that umpiring is a duty and all players should umpire when it is their turn to do so.
- (b) Some hints for umpiring:-
  - (i) umpiring is the responsibility of all players and all should do their share.
  - (ii) concentrate on the match you are umpiring, not on the one on the next table.
  - (iii) give a clear call of score at all times.
  - (iv) if you give a decision and you are sure you are right, stick to it
  - (v) only if you are uncertain and both players agree should you change your decision.
  - (vi) when you are umpiring, remember that you are no longer a member of a team, so treat all players equally.





- (vii) if you are in doubt about anything a player does, such as incorrect serving etc., warn player before penalising that player.
- (viii) the three cardinal points of good umpiring are firmness, fairness and consistency.
- (ix) you are not expected to be a qualified umpire or know every rule of umpiring, but you should familiarise yourself with the rules of play for the Sport.

#### **2.11 Ball Supply**

- (a) An approved ball must be used.
- (b) Changes of ball used during a match are not permitted, unless a ball is cracked or lost and a similar colour/brand ball is unavailable.
- (c) The Association will supply the ball.
- (d) The ball must be returned to the control desk at the Hall at the end of play.

#### **2.12 Court Cleanliness**

- (a) Both teams shall be responsible for leaving the play area clean and free of any rubbish

#### **2.13 Noise**

- (a) No player should create excessive noise during matches.

#### **2.14 Table Surface**

- (a) No player should do anything which may cause damage to the tables.
- (b) Players should avoid placing their free hand on the table or move the playing surface in any way during play.
- (c) The table may not be moved and the net should not be touched unless done so with a member of the Committee or a member who is a qualified State Referee or State Umpire.
- (d) Players must not wipe the sweat from their hands on to the table surface as this damages the surface.

#### **2.15 Addresses and Phone Numbers (team fixtures)**

- (a) All players should ensure they have the contact details of the other members of their team.
- (b) If they are unable to attend fixtures they must notify their team captain of their intended absence so that a substitute player may be arranged before the fixture night by the team captain (instead of hoping to find a player on the night of the match).
- (c) It is only common courtesy to let your team know in advance.
- (d) The Head Coach and/or Centre Coordinator often will assist in finding a substitute player, but it is the responsibility of the player to ensure that a substitute player is sourced before the commencement of the fixture night.

#### **2.16 Delays**

- (a) All players should ensure that delays are kept to a minimum at all times during the nightly fixtures.





### **3. PART 3 - FIXTURE STRUCTURE**

#### **3.1 General**

- (a) The Committee shall, at its discretion, decide on the following matters each year:-
- (i) the number of fixture seasons in a calendar year;
  - (ii) the length of each fixture season;
  - (iii) the start and end date of each fixture season;
  - (iv) the structure of the fixture season; and
  - (v) the order of play of games for each fixture season.
- (b) As determined appropriate by the Committee having regard to all factors, each season of fixtures may be:-
- (i) team fixtures;
  - (ii) individual fixtures; or
  - (iii) such other fixtures structure determined by the Committee.

#### **3.2 Team Fixtures**

- (a) If the fixtures for a season are to be team fixtures then at the before the start of the fixture season the Committee will determine:-
- (i) the structure of the teams;
  - (ii) the amount of players to be in each team;
  - (iii) the number of divisions;
  - (iv) the number of rubbers;
  - (v) whether doubles games are to be included;
  - (vi) whether it is to be best of 3, 5 or 7 games.
- (b) The amount of players to be in each team will often be three (3) players, which is the preferred number of players in each team if reasonably possible having regard to all factors.

#### **3.3 Individual Fixtures**

- (a) If the fixtures for a season are to be individual fixtures then at the before the start of the fixture season the Committee will determine:-
- (i) the structure of the system to be implemented;
  - (ii) the number of divisions;
  - (iii) the amount of players to be in each division;
  - (iv) the rules for advancement and demotion between divisions;
  - (v) the points system having regard to the structure;
  - (vi) the games to be played on each fixture name;
  - (vii) whether it is to be best of 3, 5 or 7 games.



#### 4. PART 4 – FIXTURE PLAYING RULES

##### 4.1 Fixture Playing Rules (individual and Teams)

- (a) The rules of play shall be those endorsed by the ITTF, subject to any relaxations of those rules approved by the Committee from time to time.
- (b) The current relaxations of the ITTF rules shall be as follows:-


ITTF Rule	Relaxation																		
2.01 – The Table	No relaxation																		
2.02 – The Net Assembly	No relaxation																		
2.03 – The Ball	No relaxation																		
2.04 - The Racket	No relaxation																		
2.05 – Definitions	N/A																		
2.06 – The Service	<p>Clause 2.06 is amended as follows:-</p> <table border="1"> <tbody> <tr> <td>2.06.01</td> <td>Service shall start with the ball resting freely on the open palm of the server's stationary free hand.</td> </tr> <tr> <td>2.06.02</td> <td>The server shall then project the ball near vertically upwards, without imparting spin, so that it rises at least 16cm after leaving the palm of the free hand and then falls without touching anything before being struck.</td> </tr> <tr> <td>2.06.03</td> <td>As the ball is falling the server shall strike it so that it touches first his or her court and then, touches directly the receiver's court; in doubles, the ball shall touch successively the right half court of server and receiver.</td> </tr> <tr> <td>2.06.04</td> <td>From the start of service until it is struck, the ball shall be above the level of the playing surface and behind the server's end line, and it shall not be hidden from the receiver by the server or his or her doubles partner or by anything they wear or carry.</td> </tr> <tr> <td>2.06.05</td> <td>As soon as the ball has been projected, the server's free arm and hand shall be removed from the space between the ball and the net. The space between the ball and the net is defined by the ball, the net and its indefinite upward extension.</td> </tr> <tr> <td>2.06.06</td> <td>It is the responsibility of the player to serve so that the umpire or the assistant umpire can be satisfied that he or she complies with the requirements of the Laws, and either may decide that a service is incorrect.</td> </tr> <tr> <td>2.06.06.01</td> <td>If either the umpire or the assistant umpire is not sure about the legality of a service <b>or calls a let under clause 2.06.08</b>, he or she may, <b>on the first occasion in a match</b>, interrupt play and warn the server; <b>but any subsequent service by that player or his or her doubles partner which is not clearly legal shall be considered incorrect.</b></td> </tr> <tr> <td>2.06.07</td> <td>Exceptionally, the umpire may relax the requirements for a correct service where he or she is satisfied that compliance is prevented by physical disability.</td> </tr> <tr> <td>2.06.08</td> <td><b>If a service is incorrect then the umpire may at the umpires discretion call the service incorrect (i.e. a fault) and award a point to the receiver or alternatively, call a let and warn the server of the infraction. The umpire should always have regard to the experience level of the player and have regard to the best interest of both the players and the Association as a whole.</b></td> </tr> </tbody> </table>	2.06.01	Service shall start with the ball resting freely on the open palm of the server's stationary free hand.	2.06.02	The server shall then project the ball near vertically upwards, without imparting spin, so that it rises at least 16cm after leaving the palm of the free hand and then falls without touching anything before being struck.	2.06.03	As the ball is falling the server shall strike it so that it touches first his or her court and then, touches directly the receiver's court; in doubles, the ball shall touch successively the right half court of server and receiver.	2.06.04	From the start of service until it is struck, the ball shall be above the level of the playing surface and behind the server's end line, and it shall not be hidden from the receiver by the server or his or her doubles partner or by anything they wear or carry.	2.06.05	As soon as the ball has been projected, the server's free arm and hand shall be removed from the space between the ball and the net. The space between the ball and the net is defined by the ball, the net and its indefinite upward extension.	2.06.06	It is the responsibility of the player to serve so that the umpire or the assistant umpire can be satisfied that he or she complies with the requirements of the Laws, and either may decide that a service is incorrect.	2.06.06.01	If either the umpire or the assistant umpire is not sure about the legality of a service <b>or calls a let under clause 2.06.08</b> , he or she may, <b>on the first occasion in a match</b> , interrupt play and warn the server; <b>but any subsequent service by that player or his or her doubles partner which is not clearly legal shall be considered incorrect.</b>	2.06.07	Exceptionally, the umpire may relax the requirements for a correct service where he or she is satisfied that compliance is prevented by physical disability.	2.06.08	<b>If a service is incorrect then the umpire may at the umpires discretion call the service incorrect (i.e. a fault) and award a point to the receiver or alternatively, call a let and warn the server of the infraction. The umpire should always have regard to the experience level of the player and have regard to the best interest of both the players and the Association as a whole.</b>
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2.07 - The Return	No relaxation
2.08 – The Order of Play	No relaxation
2.09 – A Let	No relaxation, other than to contemplate a let specified in clause 2.06 (as amended herein).
2.10 – A Point	No relaxation
2.11 – A Game	No relaxation
2.12 – A Match	No relaxation
2.13 The order of Serving, Receiving and Ends	No relaxation
2.14 Out of Order Serving, Receiving or Ends	No relaxation
2.15 – The Expedite System	No relaxation

**4.2 Fixture Hand Signals (individual and Teams)**




- (a) The hand signals to be used during play by an umpire shall be those endorsed by the ITTF, subject to any relaxations of those hand signals approved by the Committee from time to time.
- (b) The current relaxations of the ITTF hand signals shall be as follows:-

ITTF Hand Signal	Relaxation
<p><u>Start of Game</u></p> <p>At the start of a match or game the umpire should:-</p> <ol style="list-style-type: none"> <li>1. Announce the family name of the player due to serve first;</li> <li>2. Point to the server with an open hand (see immediately below); and</li> <li>3. Announce the score – “love all”</li> </ol>	No relaxation
<p>Next Server</p> <p>Verbal Communication: N/A</p> <p>Hand Signal:</p> <div style="text-align: center;">  </div> <p>Closed palm with thumb upwards and pointing towards the end-line centre of the table.</p>	No relaxation





<p><u>Let or Announcement</u></p> <p>Verbal Communication: let</p> <p>Hand Signal:</p>  <p>Then repeat the score and hand signal directly above.</p>	<p>No relaxation</p>
<p><u>Awarding a Point</u></p> <p>Verbal Communication: state the point</p> <p>Hand Signal:</p> 	<p>The hand signal is not required to be used during fixtures.</p>
<p><u>Serving – Not High Enough</u></p> <p>If the ball does not rise at least 16cm after leaving the palm of the free hand, umpire or assistant umpire shall do:</p> <p>Verbal Communication: not high enough</p> <p>Hand Signal:</p> 	<p>The hand signal is not required to be used during fixtures.</p>
<p><u>Serving – Palm Not Opened</u></p> <p>If service does not start with the ball resting freely on the open palm of server's stationary free hand, umpire or assistant umpire shall do:</p> <p>Verbal Communication: palm not opened</p> <p>Hand Signal:</p> 	<p>The hand signal is not required to be used during fixtures.</p>



<p><u>Serving – Ball resting on the fingers</u></p> <p>If service start with the ball resting freely on the fingers of server's stationary free hand, umpire or assistant umpire shall do:</p> <p>Verbal Communication: ball resting on the fingers</p> <p>Hand Signal:</p> 	<p>The hand signal is not required to be used during fixtures.</p>
<p><u>Serving – below the playing surface</u></p> <p>If the ball is under the level of the playing surface from the start of service until it is struck, umpire or assistant umpire shall do:</p> <p>Verbal Communication: below the playing surface</p> <p>Hand Signal:</p> 	<p>The hand signal is not required to be used during fixtures.</p>
<p><u>Serving – inside the end line</u></p> <p>If the ball is inside the server's end line from the start of service until it is struck or is struck inside the server's end line, umpire or assistant umpire shall do:</p> <p>Verbal Communication: inside the end line</p> <p>Hand Signal:</p> 	<p>The hand signal is not required to be used during fixtures.</p>



<p><u>Serving – Not vertically</u></p> <p>If the ball does not project near vertically upwards, umpire or assistant umpire shall do:</p> <p>Verbal Communication: not vertically</p> <p>Hand Signal:</p> 	<p>The hand signal is not required to be used during fixtures.</p>
<p><u>Service – Hidden Ball</u></p> <p>If the ball is hidden from the receiver by the server or his or her doubles partner or by anything they wear or carry, umpire or assistant umpire shall do:</p> <p>Verbal Communication: hidden by what or whom (elbow, shoulder, head or partner)</p> <p>Hand Signal:</p>  <p>If the player asks the reason why or where, the umpire will use his or her index finger to show it. For example: If the ball is hidden from the receiver by the server's shoulder, the umpire's action is to point to the shoulder.</p>	<p>The hand signal is not required to be used during fixtures.</p>

**4.3 Fixture General Rules (individual and Teams)**

- (a) The general rules of play endorsed by the ITTF shall be used during play by an umpire, subject to any relaxations of those hand signals approved by the Committee from time to time.
- (b) The current relaxations of the ITTF general rules applicable to fixtures shall be as follows:-

ITTF General Rule	Relaxation
3.4.3 Practice	Clause 3.04.03.01 of the ITTF rules is amended as follows:-  3.4.3.1 Players are entitled to practise on the match table for up to 2 minutes immediately before the start of a match but not during normal intervals; the specified practice period may be extended only with the permission of the <del>referee</del> <b>umpire</b> .



	<p>3.4.3.3 Players shall be given reasonable opportunity to check and to familiarise themselves with any equipment which they are to use, but this shall not automatically entitle them to more than a few practice rallies before resuming play after the replacement of a damaged ball or racket</p>
<p>3.4.4 Intervals</p>	<p>No relaxation, except for clause 3.4.4.4 and 3.4.4.5 as follows:-</p> <p>3.4.4.4 The <del>umpire referee</del> may allow a suspension of play, of the shortest practical duration, and in no circumstances more than 10 minutes, if a player is temporarily incapacitated by an accident, provided that in the opinion of the <del>umpire referee</del> the suspension is not likely to be unduly disadvantageous to the opposing player or pair.</p> <p>3.4.4.5 A suspension shall not be allowed for a disability which was present or was reasonably to be expected at the beginning of the match, or where it is due to the normal stress of play; disability such as cramp or exhaustion, caused by the player's current state of fitness or by the manner in which play has proceeded, does not justify such an emergency suspension <b>unless it is approved by the opposing player in the first instance</b>, which may be allowed only for incapacity resulting from an accident, such as injury caused by a fall.</p>
<p>3.5.1 Discipline (Advice)</p>	<p>Clause 3.5 is deleted in its entirety and replaced with the following:-</p> <p>Players may receive advice from anyone provided that it is during the match intervals or during an authorised suspension of play (such as a time-out).</p>
<p>3.5.2 Discipline (Misbehaviour)</p>	<p>Clause 3.5.2 is amended as follows:-</p> <p>3.5.2.1 Players and coaches or other advisers shall refrain from behaviour that may unfairly affect an opponent, offend spectators or bring the sport into disrepute, such as abusive language, deliberately breaking the ball or hitting it out of the playing area, kicking the table or surrounds and disrespect of match officials</p> <p>3.5.2.2 If at any time a player, a coach or another adviser commits a serious offence the umpire shall suspend play and report immediately to <b>the President, or if the President is not available, to the Vice President, or if both the President and the Vice President are not available then to another Committee member</b> <del>the referee</del>; for less serious offences the umpire may, on the first occasion, hold up a yellow card and warn the offender that any further offence is liable to incur penalties.</p> <p>3.5.2.3 Except as provided in 3.5.2.2 and 3.5.2.5, if a player who has been warned commits a second offence in the same individual match or team match, the umpire shall award 1 point to the offender's opponent and for a further offence he or she shall award 2 points, each time holding up a yellow and a red card together.</p> <p>3.5.2.4 If a player against whom 3 penalty points have been awarded in the same individual match or team match continues to misbehave, the umpire shall suspend play <b>and declare a forfeit for the match for that player</b> <del>and report immediately to the referee</del>.</p> <p>3.5.2.5 If a player changes his or her racket during an individual match when it has not been damaged, the umpire shall</p>





	<p>suspend play and <b>immediately instruct the player to revert back to the original racket being played with or such player shall forfeit the match.</b> <del>report to the referee.</del></p> <p>3.5.2.6 A warning or penalty incurred by either player of a doubles pair shall apply to the pair, but not to the non-offending player in a subsequent individual match of the same team match; at the start of a doubles match the pair shall be regarded as having incurred the higher of any warnings or penalties incurred by either player in the same team match.</p> <p>3.5.2.7 <del>Except as provided in 3.5.2.2, if a coach or another adviser who has been warned commits a further offence in the same individual match or team match, the umpire shall hold up a red card and send him or her away from the playing area until the end of the team match or, in an individual event, of the individual match.</del></p> <p>3.5.2.8 The <b>President (or Vice president in the President's absence, or any Committee member in the absence of both the President and Vice president)</b> <del>referee</del> shall have power to disqualify a player from a match, an event or a competition for seriously unfair or offensive behaviour, whether reported by the umpire or not; as he or she does so he or she shall hold up a red card; for less serious offenses which do not justify disqualification, <del>the referee may decide to report such an offense to a Disciplinary Panel (3.5.2.13).</del></p> <p>3.5.2.9 If a player is disqualified from <b>a 2 matches</b> of a team or individual event he or she shall automatically be disqualified from <b>the remainder of the fixtures night.</b> <del>that team event or individual competition.</del></p> <p>3.5.2.10 <del>The referee may disqualify for the remainder of a competition anyone who has twice been sent away from the playing area during that competition.</del></p> <p>3.5.2.11 <del>If a player is disqualified from an event or competition for any reason, he or she shall automatically forfeit any associated title, medal, prize money or ranking points.</del> 3.5.2.12</p> <p>3.5.2.12 <del>Cases of very serious misbehaviour shall be reported to the offender's Association.</del></p> <p>3.5.2.13 <del>A Disciplinary Panel appointed by the Executive Committee, consisting of 4 members and a chair, shall decide on appropriate sanctions for offences reported by the referee of an event within 14 days of the end of the event. The Disciplinary Panel shall decide according to directives given by the Executive Committee.</del></p> <p>3.5.2.14 <del>An appeal against the Disciplinary Panel's decision may be made by the disciplined player, adviser or official within 15 days to the ITTF Executive Committee, whose decision on the matter shall be final.</del></p>
3.5.3 Good Presentation	No relaxation to clause 3.5.3.1, with subsequent clauses deleted in their entirety.

- (c) To remove any doubt, in accordance with clause 3.4.4 of the ITTF Rules:-
- (i) Play shall be continuous throughout an individual match except that any player is entitled to:





- (A) an interval of up to 1 minute between successive games of an individual match;
  - (B) brief intervals for towelling after every 6 points from the start of each game and at the change of ends in the last possible game of an individual match.
- (ii) A player or pair may claim one time-out period of up to 1 minute during an individual match.
  - (iii) There shall be no intervals between successive individual matches of a team match except that a player who is required to play in successive matches may claim an interval of up to 5 minutes between those matches;

#### **4.4 Playing Clothes**

- (a) The following dress regulations apply at all times:-
  - (i) Playing clothing shall normally consist of a short sleeved shirt and shorts or skirt, socks and playing shoes; other garments (including track suits) shall not be worn during play except with the permission of the Committee first being obtained;
  - (ii) Subject to below, shirts, shorts and skirts may be of any colour and design except that the main colour of a shirt, skirt or shorts, other than sleeves or collar of a shirt and trimming along the side seams or near edges, shall be clearly different from that of the ball in use.
  - (iii) Shirts, shorts and skirts must comply with the ITTF rules and must not be offensive in any manner.
- (b) Shirts must be worn in the Hall at all times.
- (c) Footwear must be worn at all times while playing (and when walking around in the Hall) and shall be non-marking rubber soled shoes. Bare feet, thongs, or boots are not permitted in the Hall. Of course, this does not mean that a player cannot change shoes etc. whilst in the Hall.

#### **4.5 Playing Area**

- (a) Players may not leave the designated playing area during a match without the consent of the umpire first being obtained and such consent may only be provided in extenuating circumstances. This may include an injury or medical condition.

#### **4.6 Playing Area Rules**

- (a) All players must adhere to the playing area rules as advertised in the Hall at all times.
- (b) No drinks whatsoever are permitted on the playing area at any time.
- (c) No food whatsoever is permitted on the playing area at any time.
- (d) Any towels must be placed in the containers provided at all times.

#### **4.7 Dispute over Compliance**

- (a) Any dispute over compliance during fixtures shall be referred to a member of the Committee who is qualified as a QLD State Umpire or higher and/or QLD State Referee or higher for determination. If not available then by a member of the Committee.



## 5. PART 5 – FIXTURE SUBSTITUTE POLICY AND FINALS ELIGIBILITY

### 5.1 General

- (a) The Committee and all of the Association members generally appreciate that there will be times that a player cannot attend a fixtures night. This happens to all of us. However, when no substitute player has been arranged it can cause last minute complications and also means that all other members in that player's opposing team do not have all games to play.
- (b) It is common courtesy to arrange for a substitute player for when you are away.

### 5.2 Fixture Player Substitute Policy (Teams Fixtures)

- (a) The teams substitution policy is as follows:-
  - (i) It is the responsibility of the individual member to arrange for a substitute player if they cannot attend fixtures on any given night, not that of our Head Coach, the Centre Coordinator or the Committee. The Centre Coordinator and/or Head Coach can assist if required, but it is ultimately the individual members and their teams responsibility;
  - (ii) The substitute rules that apply during a season (not including finals) are as follows:-
    - (A) A player can replace themselves with any player from a lower division, provided that the substitute player competes in both their division team games and that of the player that they are replacing. The substitute players primary responsibility is for their team;
    - (B) Subject to receiving approval by one (1) person on the Selection Panel or Committee a player may replace themselves with a player of the same or lesser ability from the same division as than themselves (this may include a player who is not participating in the season fixtures and is classified as a substitution player only, provided that they are otherwise of the same or lesser ability);
    - (C) Subject to receiving approval by one (1) person on the Selection Panel and two (2) Committee members a player may replace themselves with a player of higher ability than themselves. This approval may only be provided if the options in the proceeding (A) and (B) have been exhausted and there is no reasonable other available options and/or it is reasonable to allow the substitution having regard to all matters;
    - (D) If a player has not arranged a substitute player then these By-Laws will apply in relation to games forfeited and notwithstanding this, a substitute player may be nominated by the people/persons specified in the proceeding (A), (B) and (C) above (which for (A) shall be any one (1) member of the Selection Panel or Committee).
  - (iii) The substitute rules applying for the finals of the season are as follows:-
    - (A) As substitute player for a preliminary final must be a player of the same or lesser ability and must be approved by the Committee by way of majority vote;
    - (B) The Committee may in extenuating circumstances only approve a substitute player for a preliminary final who is of higher ability then the player being substituted for. Extenuating circumstances will only apply when all other options to find a substitute player have been exhausted acting reasonably.
    - (C) A player may not complete in two (2) teams during the finals;
    - (D) A substitute player who plays in the preliminary finals must also play in the final (if successful in the preliminary final) i.e. the regular player who does not



play in the preliminary final cannot play in the final and only the same substitute player may replace that player;

(E) No substitutions are otherwise allowed for the grand final.

- (b) For the purposes of the proceeding clause a players ability will be based on all relevant factors and for players completing in a seasons fixtures will be based on the rankings completed at the start of the season. If a player is a substitute player only then it will be based on the 'usual' and approximate ranking of that player having regard to all factors.
- (c) The 'ability' of each player is open to interpretation. However, it is not intended to be restrictive or onerous. The fundamental aim is to ensure that players get as many games as possible having regard to all circumstances and being fair. A player being comparable in skill may simply mean someone who is of a similar ranking when referring to a substitute player. A relevant consideration will also be the number of substitute players available to play on a particular night.

### 5.3 Fixture Player Substitute Policy (Individual Fixtures)

- (a) Similarly to the team fixtures substitute policy, it is the responsibility of the individual member to arrange for a substitute player if they cannot attend fixtures on any given night, not that of our Head Coach, Centre Coordinator or the Committee. The Head Coach and/or Centre Coordinator can assist if required, but it is ultimately the individual members responsibility
- (b) Unless otherwise determined by the Committee having regard to the structure of the individual fixture season, the individual substitution policy shall be as follows:-
  - (i) A player can replace themselves with any player that is comparable in skill or lower in skill provided that it is approval by the appointed fixtures controller for the season.
  - (ii) A player can replace themselves with any player that is higher in skill provided that it is approval by one (1) person on the Selection Panel and two (2) Committee members. This approval may only be provided if the options in the proceeding (i) have been exhausted and there is no reasonable other available options and/or it is reasonable to allow the substitution having regard to all matters;
  - (iii) A substitute player may not be participating in another division and/or group on the same night;
  - (iv) The ability to accrue points for the player who is away and/or the substitute player is determined having regard to the structure of the individual fixture season.
- (c) The substitute player must be a comparable player in skill. This is open to interpretation. However, it is not intended to be restrictive or onerous. The fundamental aim is to ensure that players get as many games as possible night having regard to all circumstances. Comparable in skill may simply mean someone who would generally be within the same division or of a similar ranking. A relevant consideration will also be the number of substitute players available to play on a particular Wednesday night.

### 5.4 Finals Eligibility (team fixtures)

- (a) To be eligible to complete in any finals, a player must have played at least fifty percent (50%) of the available matches during the regular season (which includes the play-off night). This applies for substitute players also. Forfeits will count as played rounds provided the player was available to compete and his/her name appears on the scoresheet.



## **6. PART 6 – PRE-SEASON RANKINGS**

### **6.1 Calling for Nominations**

- (a) The Committee, or such person nominated by the Committee (which may include the Centre Coordinator or Head Coach), shall use its best endeavours to call for nominations for a fixtures season as soon as is reasonably possible.
- (b) Calling for nominations shall usually be by way of email to the members. This does not prevent the Committee from calling for nominations in such other way determined appropriate by the Committee.
- (c) Once the nominations have been received by the Committee the list of nominated players shall be provided to the Selection Panel with confirmation of the preferred structure for the fixture season (if not already completed). The Committee shall endeavour to have this completed at least seven (7) days prior to the first night of the fixture season (or play-off, if applicable).

### **6.2 Play-off Night**

- (a) The Committee will always endeavour to have a play-off night for all team and individual fixture seasons.

### **6.3 Rankings**

- (a) The rankings for all players shall be completed by the Selection Panel.
- (b) The rankings shall be submitted to the Committee by the Selection Panel by no later than 5:00 pm on the Monday immediately prior to the first Wednesday night of the fixture season (which shall be the play-off night, if applicable) for ratification in accordance with By-Law 6.6. The rankings shall be accompanied by the proposed manner of play for the play-off night, if applicable.
- (c) The Selection Panel (or Committee on behalf of the Selection Panel) shall distribute the rankings to all players once ratified by the Committee. The Selection Panel (and/or Committee if applicable) shall use its best endeavours to ensure that the rankings list is distributed to all players by not later than 5:00 pm on the Tuesday the day prior to the first Wednesday night of the fixture season (which shall be the play-off night, if applicable). Nothing in this by-law obliges the Selection Panel or Committee to provide a list of fixture games before commencement of play of the first Wednesday night of the fixture season (i.e. this by-law relates to the rankings list only).
- (d) A player may appeal their ranking or that of another player in accordance with By-Law 6.7 below.
- (e) Nothing in this By-Law prohibits the Selection Panel (and/or Committee) from varying the rankings if it is reasonable necessary, such as for the inclusion of a new player.

### **6.4 General Rules for Play-Off Night (if applicable)**

- (a) All players nominated to play in the fixture season must be included in the play-off night.
- (b) Subject to By-Law 6.5 below, a player may be granted dispensation from participating in a play-off night at the discretion of the Selection Panel. When considering dispensation the Selection Panel must have regard to the best interests of the player and the Association members as a whole.
- (c) The proposed manner in which the play-off night is to be conducted is to have regard to all relevant factors, including the total number of players nominated for the season, the structure in which the season is being conducted etc.



By way of example only, if there were 46 nominated players in total for the teams fixture seasons and the team's fixture season was to consist of 3 divisions, with divisions 1 and 2 having 18 players each, then the play-off night may be something similar to as follows:-

- (i) Top 6 players play-off for positions 1-6 in division 1;
- (ii) Players ranked 7-12 play-off for positions 7-12 in division 1;
- (iii) Players ranked 13-15 play-off against players ranked 22-24 for position 13-15 in division 1 and position 4-6 in division 2;
- (iv) Players ranked 16-18 play-off against players ranked 19-21 for positions 16-18 in division 1 and positions 1-3 in division 2;
- (v) Players ranked 25-30 play-off for positions 25-30 in division 2;
- (vi) Players ranked 31-33 play-off against players ranked 40-42 for position 13-15 in division 3 and position 4-6 in division 3;
- (vii) Players ranked 34-36 play-off against players ranked 37-39 for positions 34-36 in division 2 and positions 1-3 in division 3;
- (viii) The remaining 4 players play-off for positions 43-46 play-off for positions 7-12 in division 3.

*This is an example only. Inevitably there will always be an 'odd' number of players or something else that makes last minute changes required (such as player turning up who did not nominate for the season etc.) The Selection Panel will always try to complete the play-off in the fairest manner for all players who are participating in the fixture season.*

## 6.5 Ranking Criteria

- (a) The Selection Panel when completing the pre-season rankings shall have regard to all information considered necessary by the Selection Panel and shall act reasonable in all respects. Such information shall include, but without limitation, the previous seasons finishing rankings and win/loss ratio of the particular players.
- (b) If there is a play-off night a player may not under any circumstances be promoted to a higher division unless that player has participated in the play-off night and been successful in their allocated games entitling that player to be promoted to the higher division. A player given dispensation from a play-off night cannot be promoted to a higher division i.e. if the player does not attend then they attain the same rank that was given to that player at the start of the night as determined by the Selection Panel or demoted to the next possible rank which does not result in a promotion to a higher division. *By way of example only, if a player was in the group on the play-off night completing for positions in both division 1 and division 2 then the player must attain a rank which means that the player completes in division 2 for the season.*
- (c) When determining the players applicable division from the previous season:-
  - (i) if it was a team's fixture season then it will be the division in which the player was ranked at the commencement of the season and in which the player participated in throughout the season;
  - (ii) if it was an individual fixture season then the division in which the player played 50% or more of the fixture nights. In the event of a player playing exactly 50% of the fixture nights in two separate divisions then at the discretion of the Selection Panel;
  - (iii) if the player did not participate in the immediately prior season or did so as a substitute player only then it will be the last season in which that player was ranked at the commencement of the season and in which the player participated in throughout the season. In this situation a player may be demoted a division in rankings if



determined appropriate by the Selection Panel when determining the seasons rankings.

- (iv) If the player has not played for two (2) or more season or is a new player to the Association then the ranking will be wherever determined appropriate by the Selection Panel.
- (d) If the player is a new player or otherwise is not able to be ranked having regard to the criteria contained herein then the Selection Panel may rank that player as determined appropriate and reasonable having regard to all circumstances.
- (e) The above By-Law does not prevent the Selection Panel from determining the ranking of a player to be in a position that results in the player being in a lower division.

## 6.6 Ratification Process

- (a) For the purposes of the Committee ratification of rankings determined by the Selection Panel:-
  - (i) the Committee must inform the Selection Panel of its ratification with or without amendment as soon as is reasonably possible and in this regard, the vote will be based on majority vote having regard to the availability of the Committee members and responses received at that time;
  - (ii) the Committee may not alter the ranking for purely personal opinion;
  - (iii) if the Committee requires an alteration to the rankings before ratification then it must be based on a "gross error or mistake";
  - (iv) a gross error or mistake may include, but without limitation, a ranking which is in breach of these By-Laws, an error in which the Committee believes would result in unfairness for the players as a whole, or something which is not in the best interests or the Association of fixtures.

## 6.7 Player Appeal Process

- (a) A player may appeal their ranking or that of another player in accordance with this By-Law.
- (b) If a player wishes to dispute their ranking or that of another player then the player must first attempt to discuss the matter informally with a member of the Selection Panel.
- (c) If the player is not satisfied with the explanation and/or response provided by the Selection Panel then the player may appeal the ranking to the Appeal Committee as follows:-
  - (i) The Appeal Committee shall consist of:-
    - (A) one (1) member of the Selection Panel;
    - (B) the President (or in the absence of the President the Vice President); and
    - (C) any one (1) member of the Committee (who is not on the Selection Panel).
  - (ii) The player must email any one (1) or more members of the Selection Panel and the Secretary (or Centre Coordinator if there is one) with full particulars of the player and ranking that they are disputing and why that ranking is being disputed;
  - (iii) The appeal is to be received by no later than 2:00 pm on the Wednesday of the first fixture night (which includes the play-off night if applicable);
  - (iv) The Appeal Committee shall then be formed (as designated by the President or in the absence of the President the Vice President);
  - (v) The member of the Selection Panel on the Appeal Committee shall provide an explanation as to the ranking of the player in dispute;





- (vi) The Appeal Committee shall acting reasonably consider the information presented and by majority vote ratify the ranking or otherwise;
- (vii) The decision of the Appeal Committee shall be provided to the relevant player.

