



**TOWNSVILLE TABLE TENNIS ASSOCIATION INCORPORATED**

**BY-LAWS (GENERAL)**

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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 Part 6 contained herein.

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

**TTQ** means Table Tennis Queensland.

(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 – GOVERNANCE**

### **2.1 Membership**

- (a) A person may only become a member of the Association in accordance with the Rules.

### **2.2 Membership Composition**

- (a) The membership composition is determined under the Rules, which includes all ordinary members and/or life members

### **2.3 Membership Fees**

- (a) In order for a person to become a member that person must pay the yearly membership fees determined by the Committee in accordance with clause 9 of the Rules.
- (b) Unless otherwise determined by the Committee from time to time, the yearly membership fees shall consist of:-
- (i) full membership;
  - (ii) full membership with a concession;
  - (iii) junior membership; and
  - (iv) social membership.
- (c) The concession on the full membership shall be available for pensioners, children 18 years of age or younger or students (determined at the time of becoming a member of the Association).
- (d) At the discretion of the Committee a separate level of membership may be established and/or maintained for social seniors or such other group of players or individual person.

### **2.4 Association Affiliation**

- (a) The Association wishes to remain affiliated with TTQ. Therefore, at the start of each calendar year the Association will complete the requisite affiliation agreement lodge it with TTQ together with any reasonably required supporting documentation and attend to payment of the requisite affiliation fee with TTQ.

### **2.5 Association Insurance**

- (a) The Committee will ensure that appropriate public liability insurance is maintained at all times.
- (b) On the basis that the Association will remain affiliated with TTQ the public liability insurance cover will be with Table Tennis Australia.
- (c) The Committee may at its discretion obtain separate public liability insurance from that obtained by Table Tennis Australia through the affiliation of the Association with TTQ.

### **2.6 Association Colours**

- (a) The Association colours shall be blue and gold.
- (b) The precise shade of blue and gold shall be dependent on the style and colours available when the Committee orders equipment and supplies, but the Committee shall endeavour to keep this as consistent as possible.



### 3. PART 3 – ROLL OF HONOUR

#### 3.1 Life Membership

- (a) It is a great mark of respect and significant sign of distinction for a member to be admitted to the honour roll as a life member of our Association.
- (b) In accordance with clause 8.1 of the Rules a member to be eligible to be admitted as a life member of the Association the member must:-
  - (a) have been a member of the Association for ten (10) years or more;*
  - (b) have paid all prescribed membership and other fees to the Association as determined by the management committee in terms of these Rules;*
  - (c) have served the Association with distinction, esteem and furtherance of the objectives of the Association, and whose contribution to the Association has been outstanding.*
- (c) However, it is more than mere 'satisfaction of criteria' that will inevitably determine whether a member is to become a life member of the Association.
- (d) Becoming a life member of our Association only occurs when a member has demonstrated a significant, sustained and high quality service to the Association over a prolonged period of time, which has enhanced the repudiation and future of our Sport and the Association. The member must also have:
  - (i) demonstrated a general attitude and overall demeanour consistent with the values of our Association;
  - (ii) been committed to promoting and furtherance the objects of our Association and displayed the principals of good sportsmanship;
  - (iii) valued leadership and good role modelling that reflects positively upon the Association.

#### 3.2 Club Patron

- (a) Becoming a Patron of our Association is the greatest personal honour that can be awarded to person at our Association.
- (b) The nomination and appointment of a Patron is not contemplated in our Rules. It is a personal honour established under these by-laws.
- (c) A club Patron may or may not have membership rights within our Association.
- (d) A club Patron is someone who demonstrates a significant, sustained and high quality service to the Association over a prolonged period of time over and above that of a life member (without necessarily being a life member in the first instance), which has enhanced the repudiation and future of our Sport and the Association. A club Patron must also be someone who is well-known and respected both in the Association and the Sport generally.
- (e) The Club Patron is the "face" of the Association and represents our Association wherever possible at all events and tournaments held by the Association.



## 4. PART 4 – ASSOCIATION AWARDS

### 4.1 General

- (a) Each calendar year the Committee shall maintain the following awards:-
- (i) Junior Most Improved Player;
  - (ii) Senior Most Improved Player;
  - (iii) The Junior All-Rounder Award;
  - (iv) The Social Senior All-Rounder Award;
  - (v) The Senior Fixture All-Rounder Award;
  - (vi) Junior Volunteer of the Year;
  - (vii) Senior Volunteer of the Year;
  - (viii) Patron's Award.
- (b) The winner for each award may be one (1) or more people (e.g. a joint winner).

### 4.2 Eligibility

- (a) A person may not be the recipient of an award unless the person is a member of the Association and paid all membership fees in the relevant calendar year.
- (b) A junior member for the purpose of the awards is any member who is twenty-one (21) years of age or younger (determined at the time of the Townsville Closed).
- (c) A senior member for the purpose of the awards is any member who is twenty-two (22) years of age or older (determined at the time of the Townsville Closed).

### 4.3 Award Recipients

- (a) The award recipients shall be determined by the Committee at the complete discretion of the Committee.
- (b) The Committee must have regard to all criteria specified in this Part 4 when determining the winner for each of the awards.
- (c) The awards shall be presented by the Committee in the manner determined appropriate by the Committee, which shall usually be at the annual awards ceremony of the Association.

### 4.4 Award Criteria (Most Improved)

- (a) The Junior Most Improved Player award is awarded to the junior member who shows the most improvement over the duration of the calendar year. Other criteria that may be considered by the Committee include the following:-
- (i) demonstrates a willingness to learn and grow as a sporting person;
  - (ii) demonstrates leadership qualities and excellent team spirit;
  - (iii) consistently shows a positive attitude and enthusiastic approach; and
  - (iv) has excellent attendance at training and games and is always correctly attired.
- (b) The Senior Most Improved Player award is awarded to the senior member who shows the most improvement over the duration of the calendar year. Other criteria that may be considered by the Committee include the following:-
- (i) demonstrates a willingness to learn and grow as a sporting person;
  - (ii) demonstrates leadership qualities and excellent team spirit;
  - (iii) consistently shows a positive attitude and enthusiastic approach; and





- (iv) has excellent attendance at training and games and is always correctly attired.

#### 4.5 Award Criteria (All-Rounder Awards)

- (a) The Junior All-Rounder Award, is awarded to the junior member who:-
  - (i) performs at a high standard during junior training and other junior events, which is not necessarily based on results only;
  - (ii) has outstanding levels of sportsmanship;
  - (iii) has a personal commitment to training and individual skill development.
  - (iv) demonstrates a willingness to learn and grow as a sporting person;
  - (v) has excellent team spirit;
  - (vi) is always courteous to fellow members and participants;
  - (vii) is seen as being one of the 'best and fairest';
  - (viii) consistently shows a positive attitude and enthusiastic approach;
  - (ix) has excellent attendance at training and games and is always correctly attired.
- (b) The Social Senior All-Rounder Award, is awarded to the social senior member who:-
  - (i) has outstanding levels of sportsmanship;
  - (ii) has excellent team spirit;
  - (iii) is always courteous to fellow members and participants;
  - (iv) is seen as being one of the 'best and fairest';
  - (v) is 'great fun and company' to be around;
  - (vi) consistently shows a positive attitude and enthusiastic approach;
  - (vii) has excellent attendance at social senior and games and is always correctly attired.
- (c) The Senior Fixture Award, is awarded to the senior fixture member who:-
  - (i) performs at a high standard, which is not necessarily based on results only;
  - (ii) has outstanding levels of sportsmanship;
  - (iii) has a personal commitment to training and individual skill development.
  - (iv) demonstrates a willingness to learn and grow as a sporting person;
  - (v) has excellent team spirit;
  - (vi) is always courteous to fellow members and participants;
  - (vii) is seen as being one of the 'best and fairest';
  - (viii) consistently shows a positive attitude and enthusiastic approach;
  - (ix) has excellent attendance during senior fixtures and is always correctly attired.

#### 4.6 Award Criteria (Volunteer of the Year)

- (a) The importance of the volunteers to our Association and to our Sport generally cannot be overestimated.
- (b) Whether the individual acts as a volunteer administrator or contributes his or her time and resources in support of events or other functions conducted by our Association deserve the heartiest congratulations and recognition by our Association. These people may be Committee or non-Committee members.





- (c) It is for this reason that the Association maintains the Junior Volunteer of the Year award and the Senior Volunteer of the Year award. The Junior Volunteer of the Year award and the Senior Volunteer of the Year award is awarded to the member or members who:-
- (i) has volunteered their time and/or resources to the Association on a volunteer basis (i.e. without charge or cost to the Association), which has made a sustainable change or impact on the Association;
  - (ii) has demonstrated belief in the values of volunteering;
  - (iii) has demonstrated an outstanding commitment to the Association;
  - (iv) through volunteering their time and/or resources has left a positive impact on the Association and the members;
  - (v) has demonstrated reliability, positivity, flexibility and initiative during volunteer work;
  - (vi) has demonstrated commitment to the Association and a belief in the importance of volunteering to the Association and the Sport.

#### 4.7 Award Criteria (Patron's Awards)

- (a) The Patron's Award is the highest award that may be attained by a member of our Association and is to recognise the outstanding achievements of a member.
- (b) The criteria for the Patron's Award is based primarily on three (3) aspects, being Volunteering Contribution, Sporting Achievements and Sportsmanship.
- (c) These are expanded upon as follows:-
- (i) Volunteering Contribution:
    - (A) the person must have displayed all of the criteria applicable to the Junior Volunteer of the Year award and/or Senior Volunteer of the Year award, which is as follows:-
      - Has volunteered their time and/or resources to the Association on a volunteer basis (i.e. without charge or cost to the Association), which has made a sustainable change or impact on the Association;*
      - Has demonstrated belief in the values of volunteering;*
      - Has demonstrated an outstanding commitment to the Association;*
      - Through volunteering their time and/or resources has left a positive impact on the Association and the members;*
      - Has demonstrated reliability, positivity, flexibility and initiative during volunteer work;*
      - Has demonstrated commitment to the Association and a belief in the importance of volunteering to the Association and the Sport.*
    - (B) additionally, the person must have volunteered their time and/or resources to the Association in such a manner as to increase the financial viability of the Association for the benefit of all members and/or the future of the Sport in the Townsville region. This may be through volunteering efforts either in regular Association functions/fixtures/training etc., attaining of grants or similar matters, or through other means.
  - (ii) Sporting Achievements:
    - (A) The person may not have attained awards or recognition at the highest levels in our Sport (or even at lower levels), but the person has generally performed at a high standard in the Sport.



- (B) The person must have had an exceptionally high attendance and personal commitment to training, individual skill development and to participating in Association fixtures or events relevant to that person (e.g. junior training, senior fixtures and/or social seniors).
- (iii) Sportsmanship:
- (A) the person has an outstanding level of sportsmanship;
  - (B) the person must have excellent team spirit and always be courteous to fellow members and participants;
  - (C) the person must generally be seen as a leader within the Association, be a role model to other members that reflects positively upon the Association and be committed to the objectives and overall strategies of the Association;
  - (D) the person must have demonstrated a significant, sustained and high quality service to the Association over the calendar year;
  - (E) the person must have demonstrated a general attitude and overall demeanour consistent with the values of our Association;
  - (F) the person has a high genuine interest and desire to grow and develop the Association and the Sport in the Townsville region.



## **5. PART 5 – COACHING ARRANGEMENTS**

### **5.1 General**

- (a) It is imperative to our Association that there be a coach and/or coaches available for training of our members.
- (b) The Association may have an appointed head coach, but this is not essential. The Association will have a designated head coach for the junior training program, which may or may not be a head coach of the Association.
- (c) The appointment of coaches by the Association may be in a volunteering capacity or in a paid coaching position, which shall be determined by the Committee from time to time.

### **5.2 Paid Coach**

- (a) If the Association has an appointed paid coach then the Committee shall appoint the coach as an employee of the Association or as a service provider.
- (b) If the coach is employed by the Association then the terms of employment with the Association shall be determined by the Committee.
- (c) If the coach is an engaged service provider then the terms of engagement with the Association shall be determined by the Committee and the service provide must:-
  - (i) have an Australian Business Number and be registered for GST (if required); and
  - (ii) maintain adequate insurance cover, including public liability insurance and a workcover policy.

### **5.3 Coaching Panel**

- (a) The Association will also endeavour to have a coaching panel for the benefit of the members.
- (b) This enables Members to obtain private coaching as/when they may desire. It is important to the growth and development of our Association and the Sport that members be able to obtain private coaching.
- (c) The coaching panel shall be approved by the Committee from time to time.
- (d) The Association appreciates that all members on the coaching panel have work, family, study and other commitments from week to week. Members on the coaching panel must let the Committee know when it is suitable for them to provide coaching lessons to members so that the committee can advertise that availability, and include the information on the website and/or so that they are available for the Centre Coordinator.
- (e) The coaching panel is a volunteer arrangement and is separate and distinct from the Committee's appointment of a head coach, if completed. Coaches on the coaching panel must provide coaching services to the Association in a volunteering capacity only, unless otherwise authorised by the Committee.
- (f) Members on the vouching panel are entitled to charge the member a fee for providing private coaching lessons provided that the coaching panel member adheres to the following:-
  - (i) the fee must be no more than \$25.00 per hour and cannot be increased without the Committee's consent first being obtained;
  - (ii) the coaching panel member must ensure that the member being trained has a training card punched in the appropriate manner for each training lesson that is undertaken. It is the responsibility of the coaching panel member to ensure that this occurs. This has the result of ensuring that the Association receives the training fee of \$5 to defray from the costs incurred by the Association. If the coaching panel



member wishes, they may charge the member a flat fee of \$30.00 and have their own training card punched.

- (iii) if the coaching panel member provides private coaching to someone who is not a member then the training fee is increases to \$10.00.
  - (iv) the coaching panel member is responsible for collection of the fee from the member and/or any tax implications which arise in relation to the charging of the fee.
  - (v) an appointment for private coaching must be on a day and during a time in which the Hall is open. All Hall opening hours are available on the website;
  - (vi) the coaching panel member must book the table for private coaching with the Centre Coordinator. A table cannot be booked during a time in which fixtures is being conducted or the junior training program is being conducted;
  - (vii) the air-conditioning of the Hall cannot be operating during a period in which the private coaching occurs (unless it is already operating for other reasons);
  - (viii) the coaching panel member must use their own training balls or the members and not Association balls;
  - (ix) as otherwise determined by the Committee from time to time.
- (g) To be eligible to be on the coaching panel and charge a fee to members for private coaching lessons all members on the coaching panel must private some other tangible benefit to the Association and/or members on a volunteer basis. This usually relates to the junior training program.
- (h) Members on the coaching panel shall report directly to the Centre Coordinator for all organisation and coordination matters and the head coach for all training methods and arrangements, unless otherwise directed by the Committee.
- (i) If the Association has a head coach appointed then any private coaching by members on the coaching panel must not conflict with the provision of services or employment duties (as the case may be) of the head coach.
- (j) The member on the coaching panel must:-
- (i) hold a valid blue-card with the Queensland Government, or are eligible to apply for a blue card and will do so immediately upon appointment to the coaching panel;
  - (ii) hold a level one (1) coaching accreditation in the Sport, or are in the processing of attaining this accreditation;
  - (iii) be at least eighteen (18) years of age; and
  - (iv) enter into an agreement with the Association on terms set-forth in this clause and shall include a confidential and restrain clause.

#### **5.4 Private Coaching by Members not on the Coaching Panel**

- (a) If any members wishes to conduct private coaching and they are not on the coaching panel and/or wish to conduct private coaching outside of the above terms then Committee approval must first be obtained. Such approval shall, as a minimum, require the member to:-
- (i) pay the hall hire fees to the Association as set by the Association from time to time;
  - (ii) supply their own equipment in the provision of the private coaching;
  - (iii) be during times in which the Hall is open to members;
  - (iv) maintain an adequate workcover policy and public liability insurance for the provision of the private coaching.



## 6. PART 6 – SELECTION PANEL SUB-COMMITTEES

### 6.1 General

- (a) The Committee shall appointed the following sub-committee's annually:-
  - (i) Junior Selection Panel;
  - (ii) Selection Panel.
- (b) The Junior Selection Panel is for all selection matters under this Part 6 for junior events and tournaments. The Selection Panel is for all other selection matters under this Part 6.
- (c) The composition of the sub-committee's shall be determined by the Committee. This shall include the number of people to form each sub-committee.
- (d) For the purposes of this Part 6:-
  - (i) reference to "selection panels" means a reference to both the Junior Selection Panel and the Selection Panel; and
  - (ii) reference to "selection panel" means a reference to the Junior Selection Panel or the Selection Panel, as may be applicable.

### 6.2 Reporting

- (a) The selection panels are sub-committee's formed in accordance with rule 29 of the Rules.
- (b) In this regard, the selection panels will report to the Committee and all reporting and decision making authority is governed by rule 29 of the Rules.

### 6.3 Formation

- (a) Each year, usually at or around the time of the Annual General Meeting of the Association, the Committee shall call for nominations to the selection panels.
- (b) The Committee shall review all nominations received for the selection panels and determine the successful nominations to form part of these sub-committees. The appointments shall be based on what the Committee believes is in the best interests of the Association and the members as a whole.
- (c) For a member to be considered that member must have experience and knowledge of the Sport and be familiar with the rules and regulation governing selection processes.
- (d) If at any time during the year a position on a sub-committee becomes vacant then the Committee may appoint any member to fill the vacancy until the next Annual General Meeting (or such time as the new nominations are called for by the Committee).
- (e) The names and contact details of the selections panels shall be made available to all members of the Association.

### 6.4 Member Nomination

- (a) Members should not nominate to be on a selection panel without given proper consideration to all matters. Being on a selection panel is not an easy matter to undertake.
- (b) Matters that members should give careful consideration to before nominating to be on a selection panel include:-
  - (i) the time commitments that will be required to be on a selection panel;
  - (ii) the difficulties that are often faced by the selection panels in making decisions on who to select and who not to select for certain teams or tournaments;
  - (iii) whether the person is able to make decisions on selections without any biasness to themselves or any other person;





- (iv) the positive and/or negative feedback that can often be received on the selections.

## 6.5 Member Selection (General)

- (a) Athletes in many sports at various levels compete for selection into representative squads and teams. If they compete well, selection into local, state and national teams may follow. Our Sport is no different.
- (b) Selection in a representative teams may represent years of hard work and training; so failure to be selected can lead to disappointment, resentment, or dropping out of sport.
- (c) For most high performance athletes, selection in a major representative team is the pinnacle of years of hard work and training. Selection can be euphoric. Rejection can be devastating.
- (d) Inevitably, when selection is required there will always be members that miss-out on selection and therefore unhappiness. This is unavoidable. However, it is essential that there be a fair policy on selection adopted by the Association.

## 6.6 Purpose

- (a) The selection panels shall complete all selections:-
  - (i) for members participating in tournaments conducted by the Association during the calendar year as and when required;
  - (ii) for teams intended to be nominated by the Association for tournaments conducted by other associations or at State tournaments as and when required.
- (b) This Part 6 is subject to Part 7 and Part 8 herein.

## 6.7 Selection Process (General)

- (a) All selection processes must adhere to the following:-
  - (i) selection is not something that can or should be done 'overnight'. Nor should it be done under the pressure of a fast approaching deadline. Sufficient time needs to be allowed in order to work through all the stages of the process, to allow for proper consideration of the issues and for ratification from the Committee, and then to work through any difficulties encountered at any particular stage.
  - (ii) the selection process adopted should be fair and reasonable on all members wishing to be selected;
  - (iii) the selection process must be free from all forms of discrimination and must be completed in a non-bias manner, with there being no actual or perceived biasness;
  - (iv) all selection decisions shall take into account relevant considerations only;
  - (v) all decisions must be made in good faith;

## 6.8 Selection Process

- (a) If the selection process for any tournament or event is intended to be based on the "best players" within the classification or divisions for that tournament or event then members must be given the opportunity to demonstrate their ability or skill to enable selection. In this regard:-
  - (i) a selection tournament is to be conducted at a time, on a date and in the manner approved by the Committee ("selection tournament");
  - (ii) all relevant members must be informed of the selection tournament and the manner in which it will be conducted;
  - (iii) the selection tournament must be conducted by the selection panels (or relevant selection panel) and be a fair and reasonable format which ensures that every member competing in the selection tournament has an opportunity to be selected;





- (iv) there shall be no positions or selections which are 'automatic' and any member wishing to be selected must complete in the selection tournament;
  - (v) the rankings for the selection tournament shall be completed by the selection panels (or relevant selections panel, as the case may be) having regard to the matters considered relevant acting reasonably;
  - (vi) upon completion of the selection tournament the results shall be forwarded to the Committee.
- (b) If the selection process for any tournament or event is NOT intended to be based on the "best players" within the classification or divisions for that tournament or event then the Committee must first approve the selection process and the parameters upon which the selection will occur.

#### **6.9 Dispensation**

- (a) If a member is unable to compete in the selection tournament then dispensation must be sought by the member.
- (b) To apply for dispensation the member must apply in writing to the relevant selection panel and specify the grounds in which dispensation is being sought.
- (c) A player may be granted dispensation from participating in a play-off night at the discretion of the relevant selection panel. When considering dispensation the selection panels must have regard to the best interests of the player seeking dispensation and the Association members as a whole.
- (d) Dispensation may not be granted for more than 20% or 2 people (whichever is the higher) for any one selection tournament without the approval of the Committee first being obtained.

#### **6.10 Committee Ratification Process**

- (a) For the purposes of the Committee ratification for any matters under this Part 6:-
  - (i) the Committee must inform the relevant 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 any ranking for purely personal opinion;
  - (iii) if the Committee requires an alteration to any rankings (as opposed to a formatting issue) 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.

#### **6.11 Player Appeal Process**

- (a) A player may appeal the selection or non-selection of that member or any other member in accordance with this By-Law.
- (b) If a player wishes to dispute the selection or non-selection or that of another player then the player must first attempt to discuss the matter informally with a member of the relevant selection panel.
- (c) If the player is not satisfied with the explanation and/or response provided 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 relevant 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 any selection panels).
- (ii) The player must email any one (1) or more members of the people on the relevant selection panel and the Secretary with full particulars of why they are disputing the selection or non-selection;
  - (iii) The Appeal Committee shall then be formed (as designated by the President or in the absence of the President the Vice President);
  - (iv) The member of the selection panel on the Appeal Committee shall provide an explanation as to the issue in dispute;
  - (v) The Appeal Committee shall acting reasonably consider the information presented and by majority vote ratify the ranking or otherwise;
- (d) The decision of the Appeal Committee shall be provided to the relevant player.



## **7. PART 7 - ASSOCIATION TOURNAMENTS (GENERAL)**

### **7.1 Tournaments**

- (a) Each year the Association shall hold the tournaments approved by the Committee.
- (b) Subject to change from time to time, the annual tournaments conducted by the Association will generally consist of the following:-
  - (i) International Women's Day Tournament;
  - (ii) Townsville Open;
  - (iii) Annual Veteran's Battle.
  - (iv) Annual Ping Pong Battle;
  - (v) Townsville Aged Championships; and
  - (vi) Townsville Closed.
- (c) The Association will also attempt to obtain one (1) or more State Tournament through the tendering process with TTQ.

### **7.2 Event Organiser**

- (a) For all tournaments conducted by the Association an "Event Organiser" will be appointed.
- (b) The Event Organiser may or may not be:
  - (i) a Committee member;
  - (ii) a paid employee or service provider of the Association, such as the Centre Coordinator; and/or
  - (iii) on a sub-committee formed by the Committee to assist in preparations for the tournament.
- (c) Subject to any amendments or variations deemed appropriate by the Committee from time to time, the Event Organiser will generally be responsible for:-
  - (i) liaising with any sub-committee appointed by the Committee to assist in organisation of the tournament, if applicable;
  - (ii) liaising with an appointed referee or referees of the tournament, if applicable;
  - (iii) ensuring that there is sufficient sponsorship for the tournament;
  - (iv) organisation of the canteen for the event, as/when necessary;
  - (v) preparation of the hall for the event;
  - (vi) ensuring that all matters are organised for guest players (such as accommodation and flights), as/when necessary;
  - (vii) utilising the event checklist prepared by the Committee and attending to matters contained on the event checklist.
- (d) Upon completion of a tournament the Event Organiser must complete a written report to the Committee detailing the success (or otherwise) of the tournament and all aspects of the tournament relevant to be assessed by the Committee. The form of the report shall be discussed and approved by the Committee. Upon review of the report the Committee may ask for any further information from the Event Organiser.

### **7.3 Tournament Referees (TTQ Sanctioned Tournaments)**

- (a) For any TTQ sanctioned tournament conducted by the Association a Referee shall be appointed together with one (1) or more Deputy Referee's.





- (b) The ITTF rules and regulations relating to umpires and referees apply to all TTQ sanctioned tournaments conducted by the Association.
- (c) The tournament referees shall be responsible for all match scheduling, controlling and conducting the progression of the tournament and matters ordinarily associated with referring of a tournament. This includes:-
  - (i) preparing the draw;
  - (ii) preparing the playing schedule by time and table;
  - (iii) checking that the entry form is correct;
  - (iv) ensuring that members nominating for a tournament are eligible to complete in the tournament and/or events forming part of the tournament;
  - (v) ensuring that members nominating for an event forming part of a tournament are eligible to complete in that event (having regard to all matters, such as age and eligibility criteria);
  - (vi) being in control of the conduct of tournaments and maintaining overall control of the tournament;
  - (vii) interpreting all laws and regulations;
  - (viii) drawing procedure;
  - (ix) evaluating and deciding the acceptability of playing conditions;
  - (x) evaluating and deciding the acceptability of clothing and equipment;
  - (xi) dealing with emergencies;
  - (xii) taking any disciplinary action needed;
  - (xiii) umpire briefing and allocation;
  - (xiv) determining results of groups or events;
  - (xv) coordination with the Committee;
  - (xvi) Supervising match officials and for rule interpretation at a particular match or event.
- (d) The structure and events to form part of each TTQ sanctioned tournament are to be determined by the Referee (in consultation with TTQ if required under the rule and regulations of TTQ). This includes the possible cancellation of an event forming part of the tournament or combining of two (2) or more events.

#### **7.4 Tournament Referees (Non-TTQ Sanctioned Tournaments)**

- (a) For all non-TTQ sanctioned events conducted by the Association it shall be at the discretion of the Committee to appoint a Referee and one (1) or more Deputy Referees.
- (b) For any non-TTQ sanctioned tournament conducted by the Association in which a Referee and one (1) or more Deputy Referees is appointed then clause 7.3 herein shall apply in full, save for clause 7.3(d) whereby "TTQ" is replaced with the "Committee".
- (c) For any non-TTQ sanctioned event conducted by the Association in which a Referee is NOT appointed then:-
  - (i) the Event Organiser shall appoint (with approval of the Committee) a "Tournament Specific Club Controller", who may or may not be a qualified referee;
  - (ii) the Tournament Specific Club Controller shall be responsible for all match scheduling, preparing the draw, preparing the playing schedule by time and table;



- (iii) the Event Organiser is responsible for being in control the conducting of the tournament and maintains overall control of the tournament;
- (iv) the Event Organiser will be responsible for ensuring that all entry forms are correct;
- (v) the Tournament Specific Club Controller shall liaise with the selection panel under Part 6 herein in relation to ensuring that members nominating for the tournament are eligible to complete in the tournament and/or events forming part of the tournament and if there is any disagreement then the matter must be referred to the Committee;
- (vi) if the Tournament Specific Club Controller is a State qualified referee or higher than the Tournament Specific Club Controller is responsible for (or if the Tournament Specific Club Controller is NOT a State qualified referee or higher then such other member who is a State qualified referee or higher shall be designated with this task):-
  - (A) interpreting all laws and regulations;
  - (B) drawing procedure;
  - (C) evaluating and deciding the acceptability of playing conditions;
  - (D) evaluating and deciding the acceptability clothing and equipment;
  - (E) dealing with emergencies;
  - (F) taking any disciplinary action needed;
  - (G) umpire briefing and allocation;
  - (H) coordination with the Committee;
  - (I) supervising match officials and for rule interpretation at a particular match or event.
- (d) The structure and events to form part of each non-TTQ sanctioned tournament conducted by the Association will be decided upon by the Committee in consultation with the appointed referees or the Tournament Specific Club Controller, as may be applicable.
- (e) If the appointed referees or the Tournament Specific Club Controller (as may be applicable) wishes to cancel any event forming part of the tournament or combine two (2) or more events then this must be completed in consultation and with approval of the Committee.
- (f) The Committee will endeavour to appoint a Referee and one (1) or more Deputy Referee's under clause 7.3 for the following non-TTQ sanctioned events:-
  - (i) Townsville Aged Championships; and
  - (ii) Townsville Closed.

#### **7.5 Membership: Association Members**

- (a) Only players who have primary membership with the Association and have paid all membership fees in full may participate in and Association tournament or represent the Association at any other event or tournament conducted by another association or entity. This does not include players registered at social level with the Association unless prior approval is first obtained by the Committee.
- (b) Players from other associations registered at their respective association may be allowed to participate in an Association event (not including any closed event) provided that it is approved by the Committee (which may be generally provided for a tournament).

#### **7.6 Tournament Fees**

- (a) Prior to commencement of the tournament and/or the participants first event at the tournament the participant must pay all fees due and payable to the Association.





**7.7 Tournament Rules**

- (a) All member players are subject to the provisions of the Association Rules, By Laws and Manual and the regulations of TTQ, Table Tennis Australia and the ITTF (as applicable).

**7.8 Club Shirt**

- (a) To participate in any tournament representing the Association the player must wear the Association shirt approved by the Committee from time to time.





## 8. PART 8 – TOWNSVILLE CLOSED ELIGIBILITY

### 8.1 Tournament Events

- (a) The events to form part of the Townsville Closed will be determined by the Committee in consultation with the appointed Referee (and deputy referee/s).
- (b) The events will generally consist of the following:-
  - (i) Men's Open Singles;
  - (ii) Women's Open Singles;
  - (iii) Men's Open Doubles;
  - (iv) Women's Open Doubles;
  - (v) Mixed Open Doubles;
  - (vi) Division 2 Singles;
  - (vii) Division 2 Doubles;
  - (viii) Division 3 Singles;
  - (ix) Division 3 Doubles;
- (c) All events are subject to change by the Committee and the number of entries received.
- (d) All singles events will be conducted under the group system (best of 5 games) with players progressing to the knockout stage, with the Open Singles shall be best of 7 games and all other grades best of 5 games.
- (e) Doubles may be conducted under the group or knockout system at the discretion of the Committee in consultation with the Referee or Tournament Specific Club Controller (as may be applicable under Part 7).

### 8.2 Tournament Eligibility

- (a) To be eligible to participate in the Townsville Closed the participant:-
  - (i) must be a full registered member of the Association (which does not include social registration) and had been a full registered member of the Association for at least three (3) months prior to the date of the Townsville Closed;
  - (ii) must have paid all membership fees to the Association and have no debt or money due and owing to the Association; and
  - (iii) meet the specific performance eligibility requirements detailed in (b) below.
- (b) To be eligible to participate in the Townsville Closed the member must have participated in at least 50% of:-
  - (i) all available Wednesday night senior fixtures throughout the year; or
  - (ii) all available Saturday morning junior training sessions throughout the year for any junior players (which shall be any player under the age of eighteen (18) years as at the date of the Townsville Closed); or
  - (iii) all available Wednesday and Friday social senior fixtures throughout the year.
- (c) For the purposes of clause 8.2(b):-
  - (i) "available" means:
    - (A) the total number of Wednesday senior fixture nights held by the Association throughout the year; or





- (B) for Saturday morning junior training sessions is the total number of Saturday morning junior training sessions held by the Association throughout the year;
  - (C) for social seniors is the total number of social senior morning fixtures held throughout the year on a Wednesday and Friday of each week;  
less any amount of dispensation that may be granted under clause 8.3 below.
- (ii) "participated" means:-
- (A) playing in the team fixtures (or individual games) as a permanent season player or fill-in in which the players scores are recorded appropriately in the seasons score sheets; or
  - (B) for Saturday morning junior training sessions is the total number of Saturday morning junior training sessions in which the junior player attended training and is marked in the record book as attending; or
  - (C) for social senior fixtures is the total number of morning social senior fixtures in which the social senior player attended and is marked in the record book as attending.
- (iii) "year" means the period from the start of the calendar year up to the date in which nominations close for the Townsville Closed.
- (d) To remove any doubt, a social senior member must be a full registered member with TTQ to be eligible to participate in the Townsville Closed, as separate and distinct to a social registered player.

### 8.3 Dispensation

- (a) Dispensation may not be granted for any non-adherence to clause 8.2(a)(i) or (ii) above.
- (b) A player may apply for dispensation from compliance with the eligibility criteria contained in clause 8.2(a)(iii) due to absence from Wednesday night senior fixtures, Saturday morning junior training sessions or Wednesday/Friday social seniors (as may be applicable) as a direct result of any the following directly resulting in the absence:-
  - (i) participation in a State, National or International tournament;
  - (ii) illness or injury.
  - (iii) holidays and/or annual leave.
  - (iv) another reason approved by the Committee.
- (c) The maximum amount of dispensation that may be granted by the Committee is as follows:-
  - (i) for participation in a State, National or International tournament under clause 8.3(b) above, an amount not exceeding up to six (6) occasions;
  - (ii) for illness or injury, an amount not exceeding 50% of the all available participation as defined in clause 8.2(c) above;
  - (iii) for holidays and/or annual leave, an amount not exceeding up to six (6) occasions;
  - (iv) for another reason approved by the Committee, an amount not exceeding up to six (6) occasions;

provided that the total dispensation granted by the Committee does not exceed 50% of all available participation as defined in clause 8.2(c) above.
- (d) If there is any dispensation sought for illness or injury that exceeds five (5) occasions throughout the year then the Committee may ask the player for medical information and/or evidence before considering any dispensation on these grounds.



- (e) The dispensation that may be granted by the Committee is deducted from the total “available” nights defined in clause 8.2 above.
- (f) If any player wishes to apply for dispensation from the eligibility criteria contained in clause 8.2(a)(ii) then that player must apply in writing to the Committee specifying the grounds in which dispensation is being sought. The application should be forwarded to the Secretary of the Association (or the Centre Coordinator on behalf of the Secretary).
- (g) When considering dispensation the Committee must have regard to the best interests of the player seeking dispensation and the Association members as a whole.

*By way of example only, if there were 36 Wednesday senior fixtures nights from the start of the calendar year up to the date in which the Townsville Closed nominations closed, then the member must have participated in at least 18 of the Wednesday senior fixtures nights to be eligible to participate in the Townsville Closed.*

*Assume the member applies for the following dispensation:-*

- (i) 2 nights for State tournament participation;
- (ii) 22 nights for injury; and
- (iii) 8 nights for holidays.

*If the Committee was satisfied that all of the above dispensation was legitimate and should be granted, then the Committee may only grant the following dispensation under clause 8.3(c) above on the basis that it exceeds the maximum dispensation that may be granted both for specific matters and overall:-*

- (iv) 2 nights for State tournament participation – fine;
- (v) 22 nights for injury – reduced to 18 nights (being 50% of the total nights for the year);
- (vi) 8 nights for holidays - reduced to 6 nights (being the total permitted);
- (vii) Total (as reduced) is 26 which is then further reduced to 18 as the total amount of dispensation that may be granted (being 50% total).

*Therefore, the “available” nights for that player would be 18 and the member must have participated in at least 9 Wednesday senior fixtures nights throughout the year to be eligible to participate in the Townsville Closed*

#### **8.4 Specific Open Event Eligibility**

- (a) Any member who satisfied the criteria to complete in the Townsville Closed may complete in the open events at the Townsville Closed.

#### **8.5 Specific Division 2 Event Eligibility**

- (a) A member who satisfied the criteria to complete in the Townsville Closed may complete in the Division 2 events at the Townsville Closed if the member satisfies the event specific criteria contained in this clause 8.5.
- (b) For the purposes of nominating to compete in Division 2 of the Townsville Closed (singles or doubles events):-
  - (i) the member must have a rating on ratings central of no higher than 1,400; and
  - (ii) either:
    - (A) for all Wednesday night senior fixtures players the member must satisfied the event specific criteria under clause 8.5(c) below;





- (B) for all junior players who participated in the Saturday morning junior training session their ranking as an equivalent division 1, 2 or 3 player shall be determined by the Junior Selection Panel;
  - (C) for all social senior players who participated in the Wednesday/Friday morning fixtures their ranking as an equivalent division 1, 2 or 3 player shall be determined by the Selection Panel.
- (c) For all Wednesday night senior fixtures players a member may only nominate to compete in Division 2 of the Townsville Closed (singles or doubles events):-
  - (i) if the member participated in one (1) season throughout the year only then the member must have been in division 2 for that season and participated in at least half of the games;
  - (ii) if the member competed in two (2) seasons throughout the year then the member must have been in division 2 for at least one (1) season and played at least half of their games in that season;
  - (iii) if the member competed in three (3) seasons throughout the year then the member must have been in division 2 for at least two (2) seasons and played at least half of their games in each of the seasons;
  - (iv) if the member competed in four (4) seasons throughout the year then the member must have been in division 2 for at least two (2) seasons and played at least half of their games in each of the seasons.
- (d) For the purposes of clause 8.5(c) above:-
  - (i) "participated" means playing in the team fixtures (or individual games) as a permanent season player in which the players scores are recorded appropriately in the seasons score sheets (i.e. fill-in does not count towards division eligibility).
  - (ii) "season" means a Wednesday night senior fixtures season held throughout the year and for the purposes of the eligibility criteria contained in this clause:-
    - (A) includes the season in which the Townsville Closed is held (less the amount of nights on a proportionate basis);
    - (B) includes a season in which the member nominated to compete in and is included in part of a team;
    - (C) excludes a season in which the member is a fill-in only, irrespective of the number of games played in that season.
  - (iii) "year" means the period from the start of the calendar year.
- (e) Dispensation may not be granted from the specific event eligibility criteria contained in this clause 8.5.

## 8.6 Specific Division 3 Event Eligibility

- (a) A member who satisfied the criteria to complete in the Townsville Closed may complete in the Division 3 events at the Townsville Closed if the member satisfies the event specific criteria contained herein.
- (b) For the purposes of nominating to compete in Division 3 of the Townsville Closed (singles or doubles events):-
  - (i) the member must have a rating on ratings central of no higher than 1,000; and
  - (ii) either:



- (A) for all Wednesday night senior fixtures players the member must satisfied the event specific criteria under clause 8.6(c) below;
  - (B) for all junior players who participated in the Saturday morning junior training session their ranking as an equivalent division 1, 2 or 3 player shall be determined by the Junior Selection Panel.
- (c) A member may only nominate to compete in Division 3 of the Townsville Closed (singles or doubles events):-
- (i) if the member participated in one (1) season throughout the year only then the member must have been in division 3 for that season and participated in at least half of their games;
  - (ii) if the member competed in two (2) seasons throughout the year then the member must have been in division 3 for at least one (1) season and played at least half of their games in that season;
  - (iii) if the member competed in three (3) seasons throughout the year then the member must have been in division 3 for at least two (2) seasons and played at least half of their games in each of the seasons;
  - (iv) if the member competed in four (4) seasons throughout the year then the member must have been in division 3 for at least two (2) seasons and played at least half of their games in each of the seasons.
- (d) For the purposes of clause 8.6(c) above “participated”, “season” and “year” shall have the same meaning given to them in clause 8.5 above.
- (e) Subject to below, dispensation may not be granted from the specific event eligibility criteria contained in this clause 8.6.
- (f) If in any specific season there is no division 3 (being division 1 and 2 only) then the Selection Panel may determine which members who participated in division 2 throughout that season are to be classified as playing in division 3 for that season for the purposes of clause 8.6(c) above notwithstanding that they actually played in division 2.