

Britannia Table Tennis Club
Defoe Road
Ipswich

Constitution and Rules

1. Aims and Objectives

- 1.1. To provide premises and facilities for playing the game of Table Tennis
- 1.2. To run competitive teams in local leagues and other competitions.
- 1.3. To encourage the coaching and development of all players especially the young
- 1.4. To ensure that Britannia is a safe environment in which to play Table Tennis

2. Membership

- 2.1. Membership shall be open to all (subject to Para 3.3 and 3.4 below) upon the completion of a simple application form and payment of the appropriate subscriptions
- 2.2. The categories of membership and appropriate conditions shall be decided by the club committee, but subject to the approval by those present at the Annual General Meeting.
- 2.3. The committee shall have the power to limit the numbers of members in the club in which case it shall operate a waiting list.
- 2.4. The committee shall have the right to both refuse membership to any applicant and also to suspend or terminate membership should the need arise.

3 Subscriptions

3.1 The levels of subscription shall be the subjects of a recommendation by the club treasurer and committee at the Annual General Meeting.

3.2 The club season shall run from 1st. September to 31st August each year.

3.3 The classes of membership for each year shall be as shown on the Club Membership forms available from either Club Secretary or Treasurer, as required.

3.4 All classes may participate in all club activities other than competing in League Teams. Paid-up members only, shall be allowed to play in League Teams.

3.5 The subscriptions of league playing members shall include any registration fees required by Ipswich and District Table Tennis League (I.D.T.T.L.), but not the affiliation fees payable to the ETTA.

3.6 It shall be the responsibility of every member to pay his/her ETTA affiliation fee direct to the ETTA.

3.7 New members admitted to the club late (After the end of Sept) shall be entitled to a pro-rata discount at the discretion of the Committee

3.8 The fees payable by visitors and the charges for the hire of the Dome and/or club equipment shall be determined by the Committee/Treasurer

3.9 The committee shall have the right to agree the partial or complete refund of any subscription.

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4 Officers and Management

- 4.1 The President of the club shall be elected annually at the Annual General Meeting.
- 4.2 The management of the club shall be vested in the Club Committee which shall consist of a Chairman, Vice-Chairman (If required), Hon Secretary, Assistant Secretary (If required), Hon Treasurer, Club Coach, Club Captain, Child-Care Officer, Welfare Officer, T.T. Development Officer and up to six other members, all elected at the AGM.
- 4.3 The committee shall have the power to co-opt up to two additional members as the need arises and to fill any vacancies that occur during its term of office
- 4.4 The committee shall be responsible for the proper management of the club's assets and facilities and shall direct and control all income and expenditure.
- 4.5 The committee shall have the powers to revise the Rules of the Club (The Britannia Code), as they consider necessary. Such changes shall be binding upon all members pending ratification at the next AGM.
- 4.6 At his discretion the Chairman has the option to appoint an Executive Committee consisting of a minimum of four (4) members to deal with the day-to-day management of the club. These will generally be: Chairman (and/or his Asst), Hon Secretary, Hon Treasurer, Club Capt + others as deemed necessary.
- 4.7 The committee shall meet at least once in each half of the playing season.
- 4.8 All decisions shall be simple majority of the voting members present at the committee meeting. There must be at least five voting members present to constitute a quorum.
- 4.9 The committee may appoint such sub-committees, as it may deem helpful.
- 4.10 The Committee (or the Club-Captain) shall appoint Team Secretaries to organise and run each team.
- 4.11 Any members wishing to add-to or amend these rules must submit their proposal for consideration and decision of the committee by giving written notice to the Club Secretary at least two weeks prior to any General Meeting.
- 4.12 Committee members failing to attend two consecutive meetings without apology or other good reason shall be deemed to have resigned their seat on the committee.
- 4.13 Committee members who are not playing members of the club shall be considered Honorary Members and will have full voting rights

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5 Accounts

- 5.1 The Hon Treasurer shall keep proper accounts and a balance statement will be presented at the Annual General Meeting each year.
- 5.2 The financial year shall run from 1st April to 31st March each year
- 5.3 An independent auditor shall be appointed by the committee.
- 5.4 *Cheque Signatories*
Two signatures are required for each cheque.
These shall consist of Treasurer (in all cases), plus one of the following:
Chairman, Vice-Chairman, Club Secretary or Club Captain

6 Club Policies and Codes of Practice

- 6.1 The club expect all its members and Associates to comply with the following Policies and Codes of Practice as recommended by English Table Tennis Association (ETTA)

		Britannia Code Appendix No'
6.1.1	Code of practice expected of Coaches	1
6.1.2	Child Protection Policy	2
6.1.3	Code of Practices expected of Officials and Volunteers	3
6.1.4	Equity Policy	4
6.1.5	Equal Opportunities Policy	5
6.1.6	Code of Practices expected of Parents and Carers	6
6.1.7	Code of Practices expected of Members	7

- 6.2 The club also operates to the following Guidelines recommended by English Table Tennis Association (ETTA)

- 6.2.1 How to deal with major accidents on the premises (Britannia Code App 8)

Copies of these documents are attached as Appendices 1 - 7

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7 Discipline

The club committee have the authority to invoke a discipline procedure in the event of any infringement of the club rules or code of conduct.

This will consist of

- 7.1 Minor infringements (Unsocial conduct and the like).
The Chairman will deliver a verbal warning to the person concerned.
No formal records will be kept of this process
- 7.2 Infringements that are reported formally.
The Chairman will obtain full details of the incident from all those involved, including any witnesses, and - after ratification by the Committee - will issue a Formal Written Warning. Records of such incidents will be retained by the Club Sec' for a period not exceeding 2 years
- 7.3 Infringements that are likely to bring the club into disrepute, or are the subject of Police Investigation. (This will generally apply to serious incidents such as violence, major crime or sexual/child harassment or abuse)

The Chairman will immediately suspend the member pending the outcome of the Police Investigation. If the Police decide not to prosecute, then the suspension will be removed and the member given the opportunity of reinstatement. The Committee however retains the option to either continue the suspension or issue a formal warning within the terms of Item 7.2 (above).

At each stage the member(s) is/are to be kept informed of any change of the situation and those involved shall be given the opportunity to attend the meetings of the Committee to offer their version of events in their defence.

It is for the committee to decide at what stage, and the numbers of warnings issued under each item will be considered to have escalated it to the next disciplinary level.

8 General Meetings

- 8.1 The committee shall arrange for an Annual General Meeting of members to be held – normally during the month of April.
- 8.2 Any Ten (10) fully paid-up members may request the an Extraordinary General Meeting be convened
- 8.3 A minimum of two weeks (2 weeks) notice shall be given for any General Meeting
- 8.4 At all General Meetings a quorum shall consist of a minimum of Twelve (12) members.
- 8.5 Decisions shall be by simple majority. Where League related matters are concerned league playing members shall have two (2) votes and all other members one (1) vote. For all other matter each member shall have one (1) vote

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9 Referenda

- 9.1 The Committee (either Exec' or complete Committee) may decide to take the vote of all members by post on any given question. A minimum of two (2) weeks must be allowed for replies and a resolution receiving the votes of two thirds (66%) of the membership shall be binding.

10 Rules of the game

- 10.1* Playing rules and Standards of Conduct shall conform to those set by the English Table Tennis Association (E.T.T.A) and the Ipswich and District Table Tennis League (I.D.T.T.L).

11 Teams – Naming convention

- 11.1 Traditionally all BTTC Teams have double-barrelled names, the first being that of the Club and the second the name of a bird (EG Britannia Sparrows or Britannia Hawks). This format is to be applied all teams comprising BTTC club members, but with the following exceptions
- 11.1.1 Teams joining the club after their Registration with Ipswich and Dist League on either a permanent or temporary basis may retain their former names for the remainder of that season, but will be required to rename themselves to the traditional BTTC format for all subsequent years.

All team names are to be agree with the Club Chairman and Captain

12 Marriott Cup and other Competition Trophies

- 12.1 The Marriott Cup is awarded to the member judged "to have done the most for Britannia during the past year" The winner - by virtue of the votes cast by the eligible members present at the Annual General Meeting - shall be presented with the cup at that meeting. The Marriott Cup remains the property of the Club.
- 12.2 Trophies for the Club Championships will be awarded annually to the winners of the respective competitions. Each Trophy is for one year only and becomes the property of the recipient.
- 12.3 As passed at the 2004 A.G. M. - other than the Marriott Cup (Item 11.1) - the club will no longer award Perpetual Trophies.

13 Dissolution

- 13.1 A resolution to dissolve the club may be moved at any General Meeting.

14 Disposal of the Club's assets.

- 14.1 Immediately after dissolution and after the discharge of all debts and other liabilities the Chairman shall call an Extra Ordinary General Meeting at which the members present shall decide on how to dispose of the club's remaining assets. All voting members are to be invited to attend this meeting.

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15 Division of responsibilities

15.1 PRESIDENT

- 15.1.1 Acts as the titular Senior Member of the Club
- 15.1.2 Ex-officio member of the Committee and all sub-committees
- 15.1.3 May represent the club at meetings and functions
- 15.1.4 Will comply with the Code of Conduct for Officials set out by ETTA

15.2 CHAIRMAN

- 15.2.1 Will, jointly with the President; or in the absence of the President represent the club at all meetings and functions affecting the club.
- 15.2.2 Takes the chair at meetings of the club committee and General meetings
- 15.2.3 Ex-officio chairman of all sub-committees
- 15.2.4 Is one of the cheque signatories
- 15.2.5 Will comply with the Code of Conduct for Officials set out by ETTA

15.3 VICE CHAIR

- 15.3.1 Deputises for the Chairman when the need arises
- 15.3.2 Is one of the cheque signatories
- 15.3.3 Will comply with the Code of Conduct for Officials set out by ETTA

15.4 HON TREASURER

- 15.4.1 Supervises control of the club's income and expenditure
- 15.4.2 Keeps club accounts and submits them annually to the club auditor
- 15.4.3 Make regular financial reports to the club committee
- 15.4.4 Is responsible for the club's insurance
- 15.4.5 Is the major cheque signatory (signature is required for all cheques)
- 15.4.6 Will comply with the Code of Conduct for Officials set out by ETTA

15.5 HON SECRETARY

- 15.5.1 Responsible for the day-to-day general administration including arranging the maintenance and cleaning of the "Dome"
- 15.5.2 Convenes meetings and compiles minutes
- 15.5.3 Organise enrolment procedures.
- 15.5.4 Responsible for the Club Trophies and Honours
- 15.5.5 Responsible for the distribution and recovery of all the club's keys
- 15.5.6 Is one of the cheque signatories
- 15.5.7 Authorised to spend up to £25 on any item subject to later ratification by the committee
- 15.5.8 Will comply with the Code of Conduct for Officials set out by ETTA

15.6 BOOKINGS SECRETARY

- 15.6.1 Sanctions and keeps records of usage of the Dome by individual members, teams, visitors and external organisations
- 15.6.2 Arranges invoicing of the above with the Hon Treasurer
- 15.6.3 Arranges table allocations for all League Matches
- 15.6.4 Will comply with the Code of Conduct for Officials set out by ETTA

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15.7 CLUB CAPTAIN

- 15.7.1 Plays a leading role in the selection and formation of club teams
- 15.7.2 Lends a sympathetic ear to members with playing or selection problems.
- 15.7.3 Is one of the cheque signatories
- 15.7.4 Will comply with the Code of Conduct for Officials set out by ETTA

15.8 CLUB COACH

- 15.8.1 Responsible for the selection and coaching of juniors
- 15.8.2 Encourages experienced players to take up coaching
- 15.8.3 Exercise general supervision of any Assistant Coaches
- 15.8.4 Will comply with the Code of Conduct for Coaches set out by ETTA

15.9 CHILD PROTECTION OFFICER

- 15.9.1 Responsible for the safety and well being of all children under 18 years old within the Club.
- 15.9.2 Will investigate any allegations of misconduct involving children and report the findings to the committee or Police as appropriate.
- 15.9.3 Will be the club's formal representative and assist in any formal investigation by Civil Authorities
- 15.9.4 Will comply with the Code of Conduct for Officials set out by ETTA

15.10 DEVELOPMENT OFFICER

- 15.10.1 Appointed by the committee to look into, and pursue all available opportunities for the club's improvement or advancement.
- 15.10.2 Will comply with the Code of Conduct for Officials set out by ETTA

15.11 VOLUNTEERS

- 15.11.1 Each person volunteering to help run the club in any capacity will have a formal written agreement with the committee specifying what duties they have agreed to perform, and their responsibilities in doing so.
- 15.11.2 Will comply with the Code of Conduct for Volunteers set out by ETTA

15.12 TEAM SECRETARIES

- 15.12.1 Draw-up the fixture lists for their teams
- 15.12.2 Establish a formal volunteer's agreement with the Committee.
- 15.12.3 Ensure that Match Result Cards are completed, and the outcome is formally reported to the Ipswich and Dist.TT League, either electronically or by mail
- 15.12.4 Makes visiting teams feel welcome and are treated hospitably
- 15.12.5 Ensure high standards of courtesy, behaviour and good sportsmanship are maintained within their team
- 15.12.6 Ensure that the playing area is left clean and tidy after home matches.

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- 16 ALL CLUB MEMBERS
- 16.1.1 Comply with the Codes of Practice as recommended by the ETTA
- 16.1.2 Preserve the good name of the club by maintaining high standards of common courtesy and good sportsmanship
- 16.1.3 Preserve the good order of the club premises and equipment
- 16.1.4 Assist in the smooth running of the club – at least by complying readily with the club's rules.