

**PORTSMOUTH & DISTRICT TABLE TENNIS ASSOCIATION**  
**RULES (includes rule changes agreed at AGM 30 June 2010)**

**General**

1. The Association shall be called the Portsmouth & District table Tennis Association.
2. The objects of the Association shall be the organisation and promotion of table tennis in the Portsmouth District.
3. The Association shall be affiliated to the English and Hampshire Table Tennis Associations.
4. The Association shall consist of a President, Life Vice-Presidents, Officers, affiliated Clubs and individually affiliated members.

**Affiliation**

5. The annual affiliation fee shall be £32 for each team.
6. Each club applying for membership shall return to the Registration Officer a completed affiliation form with the appropriate fees by 15<sup>th</sup> July in each season.

**Administration**

7. The Honorary Officers of the Association shall be the Chairman, Vice Chairman, General Secretary, and Treasurer. Other elected Officials shall be the Assistant General Secretary, League Secretary, Registration Officer, Inter Town Match Secretary, Divisional Secretaries, Press Secretary, Tournament Secretary and Coaching Secretary. All Officers and Officials shall retire at the AGM but shall be eligible for re-election.
8. The Association shall be managed by an Executive Committee consisting of the Officers and Officials and other sufficient elected (or co-opted if necessary) members to bring the number of the Committee to not more than seventeen.
9. The Committee shall meet not less than four times in each season and the quorum at meetings shall be half the number of the Committee. At least 7 days' notice of meetings shall be sent to each Committee member.
10. Every matter in dispute at a Committee meeting shall be decided by a majority of the votes cast. Each member shall have one vote and the Chairman shall have a casting vote.
11. At its first meeting after the AGM the Committee shall appoint Sub Committees to manage on behalf of the Committee the League Competitions, Tournaments, Coaching and Selection. The Officers shall be ex-officio members of all sub-committees.
12. The Committee shall have the power to create and fill any other office or Sub-Committee which it considers necessary, to fill casual vacancies and to co-opt.
13. The Officers shall have the power to decide jointly matters of urgent business subject to unanimous agreement among them and to confirmation at the next Committee meeting. If unanimity is not possible any two can call a special Executive Meeting.

14. The Committee shall have the power to fine, suspend, expel or refuse the membership application of any club, team or member whose conduct it considers prejudicial to the interests of the Association.
15. The Committee shall have the power to decide any question of the interpretation of these Rules and any question not specifically provided for therein.
16. A club, team or player may appeal to the Executive Committee against a decision of a Sub-Committee, or to a General Meeting against a decision of the Committee and shall have the right to be represented at any meeting at which the appeal is being considered. The decision will be final and binding on all parties.
17. Any fine levied under these Rules shall be paid to the specified Officer within 14 days of notification, or of confirmation where an appeal has been made against a decision. Failure to pay within this period shall render the club team or player liable to suspension and to a further fine of £5 for each offence.

#### **General Meetings**

18. The Annual General Meeting shall be held not later than 30<sup>th</sup> June to receive the report of the Executive Committee, to receive the statement of accounts up to 31<sup>st</sup> March, to elect the President, additional Vice-Presidents, Officers, Executive Committee and Auditor, and to transact any other appropriate business.
19. At least 21 days' notice of the time, place and agenda of the AGM will be sent to the Secretary of each affiliated team.
20. Each club shall be entitled to nominate as many persons as there are offices to fill. Each club in the Association will be circulated with a Nomination Form, for the election of Honorary Officers and Officials by the 1<sup>st</sup> April. The form will list the Officers of the current season and the positions held; against the list will be a column for Nominees for the forthcoming season. Club Secretaries may complete the Nomination Form for any or all the positions for the forthcoming season, sign it and return to the General Secretary by the 23<sup>rd</sup> April. Should any office be unfilled owing to lack of valid nominations the AGM shall have the power to fill the vacancy.
21. A Special General Meeting shall be convened within 28 days of the receipt by the General Secretary of a written request signed by at least six teams or an instruction by the Executive Committee. At least 21 days' notice of the time, place and agenda for the meeting shall be sent to the Secretary of each affiliated team.
22. Attendance at a General Meeting shall be open to all members of the Association.
23. Every matter at a General Meeting shall be decided by a majority of the votes cast. Each team shall have one vote and the Chairman shall have the casting vote.
24. Changes or additions to these rules shall be made only at a General Meeting. Notice in writing of any proposed changes shall be sent to the General Secretary by 23<sup>rd</sup> April or with the request for

a Special General Meeting, and details of each proposal shall be circulated with the notes of the meeting.

### **League Competition**

25. The Committee shall have the power to limit the number of teams in the League competitions to not less than those teams seeking re-election, who took part in the previous season. Applications from new teams shall be considered in the order in which those applications are received.
26. The League shall consist of divisions of not more than twelve teams, each of which shall play all the other teams in its division at home and away.
27. A team shall be awarded two points for winning six or more sets and one point for winning five sets. The team gaining most points in each division shall be the winner of that division. The members of this team shall be awarded individual trophies, as shall the members of the runners-up team. These individual trophies shall be identical for teams of all divisions, although more expensive trophies and/or more than three per team may be purchased by application to the Treasurer and payment of the difference in cost provided that such application is made at least three weeks before the date of the Presentation. If two or more teams have the same number of points their relative positions shall be decided by the number of sets won. Where necessary to determine a championship the relative positions of teams having the same number of points and sets shall be decided by a play-off match of nine singles at a neutral venue.
28. At the end of each season which shall be the second Friday following the last week of the fixture list, except under exceptional circumstances at the discretion for the Divisional Secretary, each team shall be given a promotion number based on the season's match results. For divisions of twelve teams the promotion number shall be the sum of the number of sets won, ten times the number of points gained and a divisional tariff number as listed below. For divisions of eleven, ten, nine etc. teams the promotion number shall be calculated similarly except that the number of sets and points shall first be multiplied by 22/20, 22/18, 22/16 etc. respectively. The divisional tariff numbers shall be as follows:

Div. 1: 1,600	Div. 5: 642	Div. 9: 180
Div. 2: 1,290	Div. 6: 494	Div. 10: 110
Div. 3: 1,034	Div. 7: 370	Div. 11: 50
Div. 4: 820	Div. 8: 266	Div. 12: 0

At the beginning of each season the teams entered shall be arranged in a ranking list in numerical order of promotional numbers awarded at the end of the previous season. Where tariff points are equal a team from a higher division in the previous season shall be placed higher than one from a lower division. Where teams from the same division in the previous season have achieved the same tariff points but one was higher in the league,

the team higher in the league shall also be placed higher in tariff order. If two teams from the same division in the previous season have the same tariff points and the same league position the cumulative score from the two league matches between the sides shall be calculated and the team with the highest score shall be placed higher in tariff order. If two teams still cannot be separated a play off will be necessary if the constitution of the divisions depends on the teams ranking order.

29. At the beginning of the season each club shall nominate for each of its teams a home match evening other than Saturday or Sunday, a home match venue and a team secretary. Each team shall be responsible for ensuring that the Divisional Secretary, and the Secretary of each team in its division are notified in writing of any change of home match evening or venue, or to the name and address of its team secretary. At least 14 days' notice shall be given of changes to home match evening or venue. In the instance when a team changes its home night after the Handbook is printed they must remind the opposition in the 14v days prior to the date of the match, as well as informing each individual and team secretary at the beginning of the season. Failure to do so will incur a fine of £5, increasing to a further £5 and then £10 for subsequent infringements.
30. The Executive Committee shall issue a fixture list at the beginning of each season and matches shall be played on or before the dates shown in the list excepting that a match may be re-arranged to be played later in the **same week** (not Saturday) by mutual agreement of both teams and provided the Divisional Secretary is notified at least 7 days before the new date. If by mutual agreement a match is played before the scheduled date the Secretaries of both teams shall notify the Divisional Secretary before the new date of the match. Failure to do so will incur a fine of £5 increasing to a further £5 and then £10 for subsequent infringements.
31. If a team will be unable to fulfil a fixture the team secretary shall immediately notify the secretary of the opposing team and the Divisional Secretary giving a full explanation. Only in exceptional circumstances, such as a power cut, Clubroom being closed or through weather conditions public transport ceases, or at the discretion of the Divisional secretary and with the agreement of the opposing team, will a postponement be allowed. Failure to notify as stated will incur a fine of £5 increasing to a further £5 and then £10 for subsequent infringements. The team requesting the postponement of a match shall be deemed liable for any additional venue costs.
32. If a team withdraws from the League before completing its fixtures its record shall be deleted from the League table and the club, or team, **WILL BE** fined £5 except in exceptional circumstances. The Secretary of the team shall notify all teams affected by the withdrawal. Failure to carry out notification will incur a further fine of £5 increasing to a further £5 and then £10 for subsequent infringements.

## **Registration**

33. No player shall play for a team in a league match until he/she has been registered with the General Secretary. Registration details will be issued to all teams at the Annual General Meeting or as soon as practicable thereafter. Each team shall register **at least three** players before the start of the season. After the start of the season, additional players shall be registered in writing and with full payment before the start of the first match that player plays in. Registration to be restricted to players who are eligible for Hampshire Ranking or allowed at the discretion of the Executive Committee.
34. The annual registration fee shall be as set by the ETTA. This fee shall entitle the player playing or intending to play in the League to a copy of the current Association Handbook.
35. No player shall be registered for more than one team at any one time.
36. At the start of each season clubs who have more than one team in a division shall be given seniority in accordance with the tariff position achieved at the end of the previous season. In cases where identical tariff positions have been achieved (see Rule 28), or a new club enters more than one team in the league, teams will nominate the seniority of each team to the Divisional Secretary. Where a club has more than one team in the league competition a player registered for any of its teams shall not play for a lower ranked team in the same division or a team in a lower division, but may play for teams in a higher division or higher ranked teams in the same division. Once he/she has played on three occasions for teams in higher divisions or higher ranked teams in the same division they shall play the remainder of their games for that season for the team they originally registered for (but see rules 37 & 38).
37. Any application for the transfer of a player to a team of another club or to another team of the same club shall be made in writing to the League Secretary, giving the reason for the application.
38. No player shall be transferred more than once in any season, and no application for transfer shall be accepted after 31<sup>st</sup> January. A player whose transfer has been approved shall not play again in the same season for a team other than that to which he/she has been transferred.
39. The sets of any player playing in a team for which he/she is not eligible shall be given to the opposing team and the club will be fined £5 for each match he/she plays.

## **Match Procedure**

40. A team shall consist of up to five players. Three players of each team shall play three of the opposing team in nine singles, and two players of each time shall play two of the opposing team in doubles. The order of play shall normally be: A v X, B v Y, C v Z, B v X, A v Z, C v Y, B v Z, C v X, A v Y; and the doubles. This order (including doubles) shall be changed at the request of a team consisting of one or more junior players to accommodate an early finish for the

said junior player(s), and is to be agreed by the team captains. The match shall be played on two tables where reasonably requested by the home team.

41. Matches shall start between 7pm and 7.30pm as recorded in the fixture schedule within the Handbook. Away teams to be allowed 10 minutes practise prior to start. At least one player of each team shall be ready to commence play at the start time and any player not ready 45 minutes after the start time shall be deemed absent from singles. If owing to the absence of a player or players the match cannot start at the appointed time or at any time continue, the defaulting team shall be liable to forfeiture of all unplayed sets. If a team persistently field less than three players the team shall be required to justify the reasons to the satisfaction of the Divisional Secretary. Failure to do so shall result in a fine of £5, increasing to a further £5 and then £10 for subsequent infringements.
42. Matches shall normally be played to a finish. If owing to the absence of a player or players or for any other reason the match is not completed, the Secretary of each team shall send a written explanation to the Divisional Secretary. Failure to do so will incur a fine of £5, increasing to a further £5 and then £10 for subsequent infringements.
43. Mobile phones shall be turned off during matches, except by the mutual agreement of the teams playing the match.
44. Each team shall send to the Divisional Secretary a match card, containing the initials and surnames of all players and the complete scores, **POSTMARKED** or **DELIVERED** within 48 hours of the match. The onus is on team captains and Secretaries to ascertain the post office collection times, especially at weekends. A team failing to send a completed match card within this time **WILL BE** fined £5, increasing to a further £5 and then £10 for subsequent infringements. Any member deliberately falsifying a match card shall be liable to suspension from the league and to a fine not exceeding £5.
45. All matches shall be played with a ball currently approved by the E.T.T.A.
46. Playing conditions shall conform as closely as possible to those recommended for clubs by the E.T.T.A. Any complaint about playing conditions shall be investigated by the Executive Committee, whose decision shall be binding on the Club concerned.
47. Any claim or protest concerning a match shall be made in writing to the Divisional Secretary in triplicate within three days of the match and a copy of the letter shall be sent by the Divisional secretary to the club which is the subject of the claim or protest.
48. If the postponement of a match or part of a match is allowed, the home team shall offer the away team the choice of two new dates, giving at least 7 days notice in writing. The away team must accept one of these dates, which shall not be Saturdays, Sundays or dates on which there is another event of the League in which players of the away team are concerned. When agreement has been reached the secretaries of both teams shall notify the League Secretary

- before the new date of the match. Only players registered for the clubs on the original date of the match shall be eligible to play in any postponed match or part of a match, except in exceptional circumstances and at the discretion of the Divisional Secretary. If a team postpones a match in the first half, the re-arranged match must be played before the start of the second half of the season.
49. If a match is not completed during one evening because a power cut occurs all sets completed shall stand and any incompleting set shall be played on a new date arranged in accordance with the above Rule 48. The same players shall take part in the postponed part of the match, except by permission of the League Secretary. Score cards must be sent to the Divisional Secretary for the sets played in the uncompleted part of the match.

### **Trophies**

50. When a trophy is issued and not returned to the Trophy Officer by the date requested, a fine of £5 will be imposed and increased by £1 for every week and part of a week after that date. If a trophy is lost, then the replacement cost will be imposed.
51. A club will be liable to a fine of £3 if no representative is present, or if no apology is received, at the Annual General Meeting.

### **Bats**

52. All players registered to play in the Portsmouth League must play with the surface of one side of the racket bright red and the surface of the other side shall be black, whether or not both sides are used for striking the ball.
53. The gluing rubber regulations shall be in accordance with ETTA Rules and apply to all Portsmouth League players.

P&DTTA shall not accept liability, or any claims or proceedings whatsoever in respect of personal injuries, or damage to property/buildings incurred while participating in League, Tournament and Representative Matches.