

**WERRIBEE
TABLE TENNIS
ASSOCIATION
INCORPORATED**

BY - LAWS

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By-Law No.

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GENERAL

Association Colors and Uniform

1. The Werribee Table Tennis Association's official club colors are navy blue and gold. Official apparel (eg. shirt, shorts, tracksuits, hats) and support equipment (eg. sports bags) in WTTA colors may be approved by the committee. Members are encouraged to wear such uniforms when playing at Werribee and are strongly recommended to wear it when representing WTTA in other table tennis forums.

Non executive Portfolios

2. The WTTA committee may establish non-executive portfolios and appoint committee members to them. Common non-executive portfolios would include, but not be limited to, Junior Co-ordinator, Rules and Tribunal, and Social. All committee officers are eligible for non-executive portfolios, although no one committee member is to hold more than two executive or non-executive portfolios.

MATCH REGULATIONS

Nomination to Play

3. Players or teams may nominate for a particular grade in a new season on a form provided by the committee in accordance with guidelines set by the committee. By nominating, a player or team is making a formal undertaking to participate in the relevant competition, in a grade specified by the Match Committee, and to pay all fees associated therewith.

Match Committee

4. A Match Committee, appointed by the committee, should normally consist of a minimum of three members. They should be selected from :
 - 4.1 the Match Recorder,
 - 4.2 grade supervisors,
 - 4.3 the Junior Co-ordinator
 - 4.4 ex officio, the President and the Secretary, and
 - 4.5 a maximum of three other committee or Association members.

Grading of Players and Teams

5. A Match Committee grades or re-grades players, groups players into teams and grades or re-grades teams. Match Committees are to establish and consider the past, present and potential skill levels of players in grades. In grading players, the Match Committee is to consider the most recent season's results, in particular, matches won and matches lost.
6. Players should not automatically be included in a particular grade just because the grade is on a night they are available.
7. **Promotion / Relegation.** As a general rule the leading player from each grade at the end of the season is to be given the opportunity to move up a grade, although this is not automatic. As a general rule the player with the lowest win / loss ratio in each grade should be moved down a grade.
8. Nominated teams may be split up by the committee.
9. Players may be re-graded by the Match Committee if they have been inappropriately graded.

Fixtures

10. The season fixtures are to be produced by the Match Committee under direction from the committee at the start of each season. Fixtures should show who plays who, when, dates and times of finals, and should include details of all applicable fees.

Playing Equipment and Clothing

11. Players are to make every effort to ensure their playing equipment and clothing conform to ITTF Rules. Players may not be permitted to participate using non conforming equipment.
12. Players are permitted to wear long track pants while playing.
13. Players are encouraged to wear Werribee Table Tennis Association shirts.

Fill In Players

14. Fill in players may be used in the event that a player is unable to play. A fill in may not be from a higher grade or of a higher standard than the person being replaced. If there is uncertainty about a particular person's eligibility as a fill in, approval from the Match Recorder must be obtained first. If prior approval has not been given by the Match Recorder, a fill in player may forfeit any rubbers won.
15. A player playing at the same time slot may not be used as a fill in.
16. Fill in players are to be sourced from the following options :
 - 16.1 A player from a published list of graded players. They will be required to pay \$5.
 - 16.2 A regular player from the same grade that has a bye that round.
 - 16.3 A player from a lower grade.
 - 16.4 A player not currently playing in the Association. They will be required to pay \$5.
17. The captain of the opposing team to a fill in player may register a protest in accordance with By-Law 36 if they consider the fill in does not comply with these by-laws. If the protest is upheld all matches in which the fill in participated may be recorded as a win for their opposition. The Match Recorder may automatically invoke this penalty without an appeal from the opposing team.

Rotating Players

18. Teams may have more regular players than the minimum number of players required to form a team. These teams may rotate players according to specific combinations specified by the Match Committee.

Scoresheet Order

19. The home team (the team shown first on the fixture shall have the lettering AB etc. The home team is to enter the order of their players first. The away team is to nominate the order of their players before seeing the home team's order.

Alteration to Order of Play

20. The order of play nominated on the official score sheet may be altered, but only by mutual agreement of the team captains.

Commencement of Play

21. Players are to be present, and ready to start matches at 7.30pm. Players are to be present no later than fifteen minutes of when it is their turn to play. If play has not commenced by 7.45pm, the absent team shall forfeit the first rubber, at 8.00pm the second rubber will be forfeited, and if a team is not in attendance by 8.15pm, they shall forfeit the match. Once a match is commenced play shall be continuous. A player not present and ready to play within five minutes of his / her rubber, shall forfeit that rubber.

Incomplete Teams

22. A team may play in home and away matches with an incomplete team

Advice

23. Players may receive advice or coaching only during the intervals between games or during an authorised suspension of play.

Behaviour

24. Players and coaches are to refrain from behaviour that may unfairly affect an opponent, may offend spectators, or bring the game into disrepute. Such behaviour shall include, but not be limited to, deliberate

damage to equipment such as hitting the table with a bat, striking court dividers with a bat or any part of the body, excessive shouting, audible bad language, and disrespect to match officials.

Intervals

25. Players are permitted up to one minute interval between games in a rubber. In addition to intervals between games, players are entitled to brief intervals for towelling after every six points from the start of each game and at the change of ends in the last possible game of a match. No other breaks in play, except due to injury, are allowed.
26. If anyone in the playing area is bleeding, play shall be suspended immediately and shall not resume until that person has received medical attention and all traces of blood have been removed from the playing area.

Sanctions

27. Breaches of by-laws on Advice, Behaviour, or Intervals are to be initially sanctioned by a verbal warning from the umpire. A second offence for any breach in a single match is to be sanctioned by awarding the opposition a point. A third offence for any breach in a single match is to be sanctioned by awarding two points to the opposition. A fourth offence in the same match or a single major breach is to be sanctioned by disqualification from the match and all subsequent matches in that weekly round. All breaches and subsequent warnings shall be reported to the grade supervisor at the time of the offence, or immediately after the completion of the rubber.

Score Sheets

28. The winning team is responsible for ensuring a correctly filled out score sheet is collected by the grade supervisor at the end of the nights play.

Eligibility to Play in Finals

29. Players may not play in the finals in more than one team in any grade.

Fill In Players in Finals

30. To fill in for finals matches, the fill in player must be ranked at least twenty places lower than the player being replaced, based on winning percentage in the current season, except in the lowest graded competition, where the fill in player must have a winning percentage of less than half of that of the player being replaced. Additionally, fill in players for finals must satisfy the following criteria :
 - 30.1 be a WTTA registered player,
 - 30.2 be a financial Table Tennis Victoria registered player and a paid up member of WTTA.
 - 30.3 be from the same or a lower grade,
 - 30.4 cannot be from a team that has participated or is still participating in the finals of any grade,
 - 30.5 have the approval of the Match Recorder.

The Match Recorder should advise the opposition of such an approved fill in prior to the final.

Finals Arrangements

31. The format for finals matches shall be the same as for home and away matches except that :
 - 31.1 the team finishing higher on the ladder will be the home side.
 - 31.2 play shall cease when a team has won more than half the available matches.

Ladder and Finals Format

32. The format of premierships points and finals series is to be set by the Match Committee at the start of each season and automatically applied by the Match Recorder. In the event that teams in a grade play a different number of matches due to receiving an uneven number of byes, the finishing order shall be determined by match ratio. If a tie exists on match ratio, the order is then determined by rubbers won. In the event that a tie still exists on match ratio and rubbers won, the order shall be determined by games lost.
33. Grades with six teams or less are to have a finals series of three teams, while grades with more than six teams are to have a finals series of four teams.

Walk-Overs

34. In the event of a walk-over, the team receiving the walk-over shall lodge with the Match Recorder a signed official score sheet indicating that a walk-over had been given by one team. The team receiving the walk-over is to be credited with having won all matches.
35. Any team giving three walk-overs in the same season will be disqualified from the current season, and nominations for subsequent seasons by the players concerned may not be accepted.

Protests

36. A team may enter a protest in relation to the conduct and outcome of a match or matches by recording details of such on the score sheet, signing it and informing the opposing captain. The Match Recorder and / or committee are to adjudicate the protest in accordance with the Association's rules and these By-Laws.

Leading Player Awards

37. Each season an Aggregate award shall be given to the player/s in each grade who won the most matches throughout the season. In the event of a tie on rubbers won, the aggregate shall be awarded to the player who has lost the least number of rubbers. In the event that a tie still exists on rubbers lost, the aggregate trophy shall be awarded to the player who has lost the least number of games. In the event that a tie still exists on games lost, an aggregate trophy shall be awarded to both players. In the event that players in a grade play a different number of matches due to an uneven number of byes, the aggregate shall be decided on match ratio. Prior to the start of a season the match recorder and grade supervisors will determine whether or not any player in any grade is ineligible to win the aggregate. In the event that a player is deemed to be ineligible to win the aggregate trophy, the player must be notified in writing.

Open or Closed Championships

38. Open Championships (all Table Tennis Australia {TTA} registered players) or Closed Championships (WTTA players only) may be held annually. A tournament committee is to be established by the Committee to run each such event.

Guidelines for the closed championships, and the Graham Haynes Handicap Event are listed below:

- 38.1 The championships will be advertised on the association notice board one month prior to the events.
- 38.2 Players must nominate to play prior to the cut off dates as no late entries will be accepted on the nights of play.
- 38.3 For an event to be conducted, the minimum number of entries shall be eight for singles events and four (teams) for doubles events.
- 38.4 A sub committee to manage the championships and Graham Haynes event will be formed, and the sub committee will conduct the draws for all events.
- 38.5 Draws for all events will be conducted prior to the night of play, and posted on the association website, prior to the event.
- 38.6 Only financial members of the association will be permitted to play in the championships.
- 38.7 Singles events will be seeded. For events with between four and sixteen entries, four players will be seeded, between seventeen and thirty two entries, eight players will be seeded, and for events with between thirty three and sixty four entries, sixteen players will be seeded. Doubles events will not be seeded.
- 38.8 On each night of play there must be at least two members of the championship sub committee in attendance to conduct the event(s) and at least one of these should not be playing on the night.
- 38.9 All events will be played to a conclusion on the scheduled night for the event.
- 38.10 Participants are permitted to play in their grades and may nominate to play in any events in a higher grade. For non playing members who nominate to play, they will be eligible to play championships in the grade that that have most recently played, and / or grades above.
- 38.11 There will be a set fee for all events and this fee will be determined by the committee. At this point in time, the fee shall be \$2.00 per person per event.

The following guidelines are in place for the Graham Haynes Handicap Event:

- 38.12 The event shall be played on a single night. It will be played in two separate halves and the winners of each half of the event will contest the final. One half of the event will consist of A grade and A2 grade players, and the other half will consist of B1, B2 and C grade players.

- 38.13 The event may be conducted as round robin or knockout, depending on numbers of participants, and this will be determined by the championship sub committee.
- 38.14 Only players participating in the current season are eligible to play.
- 38.15 Handicaps will be set by the organizing committee.
- 38.16 Format of matches will be determined on the night.

- 39. **Closed Championships.** Closed Championships, otherwise referred to as the Club Championships, may be held annually. Only financial members of the Association are eligible to play in Club Championships. The lowest graded event members are normally eligible to play in is the grade in which they most recently regularly played during the current year. All decisions related to the running of the Club Championships rest with the tournament committee and their decision shall be final.
- 40. **Open Championships.** Open Championships may be held annually. Only financial members of TTA affiliated associations are eligible to play in an open championship. The tournament committee determines the events, eligibility requirements and all other matters to do with the management of the championships.

Representational Play

- 41. **Challenge Matches.** All members of the Association are eligible to represent the Association and play in inter association / club challenge matches.
- 42. **External Tournaments.** Members of the Association must be registered with Table Tennis Victoria (TTV) to play in external tournaments which are conducted under the auspices of TTA or TTV.
- 43. **External Competitions.** Members of the Association must be registered with TTV to play in external competitions which are conducted under the auspices of TTA or TTV.

TRIBUNAL

Composition of a Tribunal

- 44. A tribunal is to consist of three members appointed by the Committee; one of which must be a member of the Executive Committee. There should not be a change of personnel during a hearing, however, a single non-Association member of the tribunal may withdraw provided two other tribunal members remain.
- 45. Only elected tribunal members shall be allowed to participate in the tribunal process.
- 46. “Stacking” of the tribunal will not occur. A member of the Association cannot prevent or dissuade another member from participating in the tribunal process.
- 47. The rules of the Association in regard to majority must be observed.
- 48. A tribunal member cannot be party to the dispute.

Observance of the Rules of the Association

- 49. Proceedings against a member must be based on the rules of the Association which authorise the tribunal to deal with the party.

Acting Without a Basis in Fact

- 50. The tribunal must honestly and reasonably make a finding on the evidence presented.
- 51. An error will be made if a finding is made when:
 - 51.1 there is no evidence to support the finding.
 - 51.2 no honest and reasonable tribunal could have made the decision, or
 - 51.3 the decision is obviously wrong.

Hearing Procedure

52. Procedures for tribunals may be varied but must otherwise observe the rules and by-laws of the Association. Tribunal members must read the charge/s prior to the tribunal hearing. The procedure below should normally be adopted for the conduct of a tribunal (these are inextricably linked to and should be read in conjunction with the laws of natural justice and the right to a fair hearing detailed in these by-laws:
 - 52.1 The member making the report must explain the circumstances and detail of the alleged breach of conduct to the tribunal without the accused member or their representative, in the case of a minor, being present. The tribunal members may question the member making the report.
 - 52.2 The accused member is to be read the report/s and given the opportunity to explain their stance on the matter/s in the presence of the accuser. The tribunal members may question the accused or the accuser. All discussions and questions are to go through the tribunal chairperson, not directly between the accused and the accuser. Witnesses may be called by any party and questioned by the tribunal members.
 - 52.3 The tribunal may remove the accuser or accused and any representative from parts of the hearing.
 - 52.4 The accuser and the accused are not to be present during tribunal deliberations (ie. on guilt or penalty).
 - 52.5 The accuser and the accused are to be present for the announcement of the tribunal's deliberations.

The Rules of Natural Justice

53. A tribunal must observe the rules of natural justice. Impartiality and fairness are the two key factors in ensuring natural justice. For natural justice :
 - 53.1 a member accused should know the nature of the accusation made,
 - 53.2 the member accused should be given an opportunity to state their case, and
 - 53.3 the tribunal should act in good faith.

Knowledge of the Charge

54. The charged member should be given sufficient information. Notification to a member of an alleged breach should :
 - 54.1 be in writing to the person concerned,
 - 54.2 clearly set out the nature, particulars, and basis of the alleged breach,
 - 54.3 clearly set out the time, date, composition of, and place at which, the relevant tribunal will conduct the hearing;
 - 54.3.1 Time requirements should be strictly observed.
 - 54.3.2 The time and place of the hearing must be fair and reasonable in view of the charged member's circumstances.
 - 54.3.3 A charged member requires time to consider their position. This time should begin only when they have received notice of the requirement that they attend.
 - 54.3.4 If the accused member fails to appear at the appointed time and place without a reasonable excuse, the tribunal may proceed with the hearing to decide the matter in the absence of the accused member.
 - 54.3.5 If a proper reason is given for the accused member's non-appearance, an adjournment should be granted.
 - 54.3.6 Advise whether the member is entitled to representation at the tribunal hearing.
 - 54.4 specifically state that they are **required to** attend.
55. A tribunal can deal with multiple charges at one hearing provided it is not unfair to the charged. Charges can be amended after service of the notification provided that correct notification procedures are used.

The Right to a Fair Hearing

56. A tribunal is not a court and when reference is made to the right to a fair hearing, it does not mean that the tribunal has to conduct its hearing precisely as a court hearing might be conducted.
57. The hearing does not have to be oral, however if a member's reputation is at stake, natural justice will only be satisfied if there is an oral hearing.
58. The tribunal must act on the evidence provided.

59. Corroboration of evidence is desirable.
60. An accused member is not strictly entitled to be present throughout the hearing, however the accused member must be given a fair opportunity to reply to any evidence received by the tribunal.
61. A member may refuse to answer particular questions or may decide to remain silent.
62. An accused member must be given a copy of all documents in the possession of the tribunal.
63. A tribunal may act on their own knowledge and on information which they have gathered provided the accused member is made aware of the substance of that information.
64. There is no general right to cross examine.
65. The denial of legal representation is not a denial of natural justice.

Penalty

66. Once a charge against a member has been substantiated, the tribunal will consider the question of a penalty to be imposed. The member has a right to introduce evidence that may lessen the penalty (ie. past history).
67. The only penalties that can be imposed are those provided for by the rules of the Association.
68. There is no obligation on the tribunal to give reasons for its decision.
69. Special consideration may need to be given to minors.

Right to an Unbiased Tribunal

70. Members have a right to an unbiased tribunal:
 - 70.1 the person who brought the complaint to the committee should not form part of the tribunal;
 - 70.2 this person should not participate in, or be present during the deliberations of the tribunal;
 - 70.3 persons who are known to have actual personal animosity towards the accused member should not participate as members of the tribunal.

Right to Appeal

71. Any appeal to tribunal findings and / or penalties may be conducted by Werribee Table Tennis Association using the grievance process as outlined in Items 27-36 of the constitution, or, by a tribunal conducted under the auspices of Table Tennis Victoria. It shall be the responsibility of the chairperson of the tribunal that heard the case originally to determine the appeal process, using one of the above options.

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