

GUILDFORD TABLE TENNIS ASSOCIATION RULES

1 TITLE AND SCOPE

The Association shall be called the "Guildford Table Tennis Association" and membership, subject to the discretion of the Management Committee, shall be open to all clubs within a reasonable distance of Guildford.

2 OBJECTS

The objects of the Association shall be:-

- a) to conduct annual league and cup competitions within the Association.
- b) to promote and conduct individual competitions open to all members registered with the Association.
- c) to assist and encourage the formation of new clubs and develop the game of Table Tennis.

3 CONSTITUTION

The Association shall consist of the Management Committee, member clubs and individual members.

4 GOVERNMENT.

4.1 The Association shall be governed by a Management Committee.

4.2 The Management Committee shall consist of the Chairman, Vice-Chairman, General Secretary, Treasurer, Match Secretary, Press Officer, Tournament Officer, Knock-Out Cup Officer, Handicap Cup Officer, Handbook Secretary, Coaching Officer, Town Team Secretary, Trophies Steward, Archivist, Development Officer and a minimum of five other councillors.

4.3 The Management Committee shall be elected at the Annual General Meeting and shall carry out Association policy decided at that meeting. The quorum for any management committee is six.

4.4 The Management Committee shall have the power:-

- a) to fine, suspend or expel any club or player found guilty of breaking the Association Rules;
- b) to give judgement on all disputes by clubs or players and on any points on which these rules are silent;
- c) to take such steps as are deemed necessary in an emergency.

4.5 The decision of the Management Committee shall be binding on all members subject to any right of appeal to the Guildford Table Tennis Association, the Surrey Table Tennis Association, the ETTA or ITTF.

5 PRESIDENT & VICE PRESIDENTS

There shall be one President and an appropriate number of Vice Presidents.

5.1 Nominations for President/Vice President should be restricted to those who have given sustained, outstanding and exceptional service to the association, for this reason election should be for life.

5.2 Nominations for President, if vacant, and Vice President should be submitted by 1st April for due consideration by the Management Committee who will submit nominations to the AGM for ratification.

6 ANNUAL GENERAL MEETING

6.1 The Annual General Meeting shall be held during the first two weeks of June.

6.2 Any proposals for amendments to these rules, which must be seconded, shall be put in writing and must reach the General Secretary within 14 days of the last official league fixture of the current season.

6.3 The notice convening the Annual General Meeting together with a copy of the relevant agenda and any proposed amendments to these rules shall be sent to all member clubs at least 21 days before the date of the Annual General Meeting.

6.4 If a club is not represented at the Annual General Meeting it shall, at the discretion of the Management Committee, be fined the sum of up to £10.

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7. SPECIAL GENERAL MEETING

A Special General Meeting may be convened by the Management Committee and must be convened if at least one-third of the total of member clubs require such a meeting and put their demand in writing to the Management Committee. In the latter case it shall be held within three weeks from the date of receipt of the request.

8 VOTING

8.1 At all General Meetings resolutions affecting all matters concerning the Rules of the Association shall be subject to block voting and each member club shall have one vote for each of its teams registered with the Guildford Table Tennis Association.

8.2 All other matters shall, at the discretion of the Chairman, be decided by ballot or a show of hands.

9. FINANCE

9.1 The financial year of the Association shall end on the 20th May and an audited statement of accounts shall be presented at the Annual General Meeting.

9.2 The Association shall keep an account at Lloyds Bank or other recognised Bank as shall be determined by the Treasurer and the Management Committee. Any two of the Chairman, General Secretary or Treasurer shall be empowered to sign cheques subject to the requirements of the chosen Bank.

9.3 Team registration fees shall be decided at the Annual General Meeting and such fees shall be paid to the Match Secretary by the end of October of the Current Season. Late payment will incur a fine of £5. per team. Should any Division contain significantly less teams than the others, their fees may be reduced pro rate at the Management Committee's discretion.

9.4 A statement of the financial position of the Association shall be submitted by the Treasurer to the Association Management Committee at each of its meetings. The Treasurer shall at all times keep regular accounts, which shall be open for inspection by the Management Committee at any time.

9.5 The Honorary Auditor shall be elected at the Annual General Meeting.

10 FIXTURES

10.1 The fixtures shall be arranged by the Match Secretary and shall be printed in the Association handbook.

It shall be the responsibility of the Handbook Secretary to arrange for the make-up, the printing, and the distribution of the handbooks to club secretaries and management committee to reach them before the first fixture printed in the relevant handbook.

10.2 The Management Committee, when allocating the positions of teams in the league, shall endeavour to arrange such formulation to provide that where a club has more than one team in the same division such teams should have played each other twice by the end of February of that season.

10.3 Matches must be played on specified dates, unless the home club premises are not available or if exceptional circumstances arise and a postponement is mutually agreed by the captains of both teams and the permission of the Match Secretary is first obtained.

10.4 A match result card must reach the Match Secretary not later than the Thursday of the week following the week in which the match is played and failure to observe this rule will result in the home side being fined the sum of £5.

10.5 An explanation as to why a match has not been played on the date specified in the handbook must be sent to the Match Secretary by the secretaries of both clubs involved.

The Management Committee shall then decide:-

- 1) which of the two is the defaulting team
- 2) whether that team should automatically forfeit the match and/or be fined a sum not exceeding £5 and/or whether the match should be played at a later date.

If no explanation is received by the Match Secretary within seven days the Management Committee shall assess which team is at fault and impose a penalty of forfeiture of the match and/or a fine not exceeding £5.

10.6 Any alterations found necessary to the handbook after printing must be notified to the Match Secretary and the relevant club must notify all other clubs of the amendment as soon as possible.

10.7 All postponed matches shall be played as soon as possible. Matches postponed in the first half of the season should be played before the commencement of the second half of the season. For matches postponed in the second half of the season, these should be played within two weeks of the date of the last fixture in the

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handbook for the current season. In the event of any scheduled matches not having been played at the expiry of the above mentioned time limits the Match Secretary shall allocate sets as he/she deems appropriate subject to endorsement by the Management Committee.

11 MATCHES

- 11.1 All matches shall start at 7.30PM. If no player from one team has arrived by 7.30PM, then the first set shall be claimed and successive sets after each successive ten minutes. If, by 8.30PM, no two members of a team have arrived, the whole match shall be claimed. If the third member of a team has not arrived by the time he/she is due to play and two other players are present then the doubles shall be advanced to become the third set of the evening. Thereafter individual matches shall be played in an agreed order until the third player arrives. Members of a team who do not arrive by 9.00PM should forfeit all their games to the opposing team, subject to appeal.
- 11.2 The home side shall provide sufficient time to allow a match to finish. Any instance of an unfinished match shall be reported to the Match Secretary by both clubs concerned and that officer shall decide the appropriate action to take and advise the clubs accordingly.
- 11.3 All games shall be played in accordance with English Table Tennis Association (ETTA) Rules.
It shall be incumbent upon all clubs to provide the best possible playing conditions.
Dress must be as laid down by the ETTA.
- 11.4 Teams shall normally consist of three players, with matches to consist of nine single sets, best of an odd number of games, and one doubles set, best of an odd number of games, played in the order laid down on the Association Scorecard.
- 11.5 In the event of either team failing to attend for a league or cup fixture for which either club has incurred expense and for which the defaulting club has no valid excuse the Management Committee shall have the power to impose a fine on the defaulting club which shall include all expenses incurred by the innocent party.

12 PLAYERS

- 12.1 Only players registered with the Association and ETTA shall be eligible to play in Association matches.
- 12.2 There shall be no limit to the number of players registered for one club but a player may register for one club only.
- 12.3 A sub-committee of the Management Committee should meet on a monthly basis throughout the season to consider the rankings of teams and the playing abilities of new players to the league. This committee shall have the power to insist upon a re-registration and/or a restriction on players to act as reserves.
- 12.4 If a club enters more than one team a player must be registered in the team for which the club intend him/her to play. At least three players must be registered for each team. Teams shall be ranked in order of merit. No player shall be registered for more than one team.
- 12.5 Any team playing an unregistered player, or playing a player in a team below that for which that player is registered, shall forfeit the sets won by that player.
- 12.6 Application for registrations of a player after 31st January of the current season may only be made in exceptional circumstances to be detailed in writing.

13 RESERVES

Players may only play 6 matches as a reserve during the course of the season. Upon playing the sixth reserve match he/she is automatically re-registered to the lowest team for which the most reserve matches have been played.

14 TRANSFERS

- 14.1 Normally Clubs will not be permitted to transfer a player from the team for which he/she has been registered until the player has completed 6 matches for that team. Players may then be transferred from the immediate junior team to the immediate senior team or vice-versa provided that the Club Secretary gives four days notice to the Match Secretary. Clubs seeking relaxation from the six match qualifying criteria will be required to submit a written case supporting their request, which will then be given consideration by the Management Committee. Clubs will receive written notification of the Management Committee's decision.
- 14.2 No transfers downwards during the current season will be allowed after 31st January each year.

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14.3 Any player who wishes to change his/her club shall make application to the Match Secretary who shall put the application before the Management Committee together with a certificate from the transferring club confirming that all obligations to the club have been met by the player. The decision of the Management Committee shall be notified to the interested parties.

14.4 Any player transferred downwards will not be able to play as a reserve for a higher team for the remainder of the season.

15 ORGANISATION OF THE LEAGUE

15.1 The Match Secretary shall invite applications for membership of the league not later than 1st August each year.

15.2 The applications shall be put before the Management Committee who shall decide the formation of the league for the coming season.

15.3 The application should show the individual membership of each proposed team. No player shall be accepted as a member of a team at a level inconsistent with his/her playing ability unless special application is made, setting out the grounds for exceptional treatment. Such special application must be approved by the Match Secretary and endorsed by the Management Committee.

15.4 No club shall have the right to a place in the league other than that which it has earned by its record in the preceding season as measured by rule 15. Applications for membership of the league by new clubs shall be considered by the Management Committee and accepted, at the Management Committee's discretion, without prejudice to the rights of existing clubs.

15.5 Any spare positions in the league may be filled by the Management Committee at their sole discretion. The Management Committee may fill such spare positions based upon their considerations of the relative strengths of the teams concerned.

16 METHOD OF DECIDING CHAMPIONSHIP PLACES AND PROMOTION/RELEGATION

16.1 In all divisions teams shall receive the number of points equivalent to the number of sets won. If a club withdraws from the competition its whole record shall be deleted.

16.2 The position of the clubs in the individual tables shall be related to the number of points won and where there is a tie on points between teams involved in an issue of promotion or relegation further points shall be taken into account by awarding 2 points for a win and 1 point for a draw. Should a tie on points still apply, the Match Secretary shall arrange for a deciding play off consisting of nine singles sets. This match to be played on a neutral table.

16.3 The winning team and the runners up in each division excepting premier shall be promoted by one division for the next season.

16.4 The team finishing last and in the penultimate position in each division excepting the lowest shall be demoted one division for the next season.

17 TROPHIES

The winning team in each division shall be presented with a cup to be held for one year to be returned to the Trophies Steward upon request, and the members of each winning team, to a maximum of four players, shall be presented with a medal or other award.

18 INDIVIDUAL TOURNAMENTS

18.1 All arrangements, including the framing of all rules and conditions, shall be made by the Tournament Officer, subject to the overriding jurisdiction of the Management Committee.

18.2 Fees shall be paid to the Tournament Officer in accordance with his/her instructions.

18.3 Except for entrants to the Junior Events all entrants must have played 4 league matches before date of commencement of the Tournament in the current season.

18.4 Players from different clubs may combine to enter the doubles competitions.

19 TOURNAMENT EVENTS

19.1 Open Singles and Doubles - open to any player registered with the Association.

Divisional Singles and Doubles - open to any player eligible to play in that division. No player is eligible to enter more than one divisional singles or doubles competition.

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The seeded players in the Open singles, or those who would be seeded if they entered, shall not be eligible for divisional singles or doubles.

Ladies Singles and Doubles - open to any female player.

Mixed Doubles - open to any male and female player registered with the Association.

Over 40's Singles and Doubles - open to any player over the age of 40 on January 1st of the current season.

Over 40's Ladies Singles - open to any female player over the age of 40 on January 1st of the current season.

Masters Singles - open to any player over the age of 50 on January 1st of the current season.

Hard Bat Singles – open to any male or female player registered with the Association.

Under 17 Boys Singles and Doubles.

Under 17 Girls Singles and Doubles.

Under 15 Boys Singles and Doubles.

Under 15 Girls Singles and Doubles.

Under 13 Boys Singles.

Under 13 Girls Singles.

Under 13 Doubles.

Under 11 Singles and Doubles.

Extra events as agreed by the Management Committee.

19.2 In the junior age restricted events the participants must be under 18 on January 1st of the current season.

The draw for the competition shall be made by the Management Committee who have the right to refuse entry of any player or players.

If the entry to any of these events is inadequate, the Tournament Officer shall have the power to combine any two or more of these events.

20 KNOCK-OUT CUP COMPETITIONS

20.1 Percy Lawes Cup - open to any team of three players registered with the same club.

Intermediate Cup - open to any team of three players registered with the same club and playing in division one or below.

Lewis Cup - open to any team of three players registered with the same club and playing in Division Two and below.

Last Two Cup - open to any team of three players registered with the same club and playing in any of the last two divisions.

For the purposes of all rounds in the above mentioned competitions scheduled to take place after November 30th in the current season a player is one who has completed a minimum of four league matches in the current season. This rule may be waived in certain circumstances, subject to the Knock-Out Cup Officer's discretion, provided a claim for dispensation is presented prior to the commencement of a match.

Ladies Trophy - open to any team of three lady players registered in any division.

Veterans Cup - open to any team of three players, each over the age of 40 on January 1st of the current season, registered in any division.

Junior Cup – open to any players, registered in any Division, who are all under the age of 18 on the 1st January of the current season.

Handicap Cup - open to all clubs registered with the Association. Teams shall consist of three players and the rules of the competition, the draw and the handicapping shall be decided by the Handicap Officer, subject to the overriding jurisdiction of the Management Committee.

Under 14's Cup - open to all players under the age of 14 on January 1st of the current season. Any three players shall constitute a team.

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20 KNOCK-OUT CUP COMPETITIONS (continued)

- 20.2 For the purposes of the Ladies Cup, the Junior Cup and the Under 14's Cup members of the coaching scheme shall be deemed to be registered league players.
- 20.3 Divisional registration of players shall be grouped for the purposes of the Intermediate, Lewis and Last Three Cups, each group corresponding to the divisional restrictions of the competitions.
- 20.4 Matches shall consist of nine singles sets only.
- 20.5 A team may play a reserve, but players may not play for more than one team in the same competition. The penalty for infringing this rule will be the forfeiture of any sets won in the match by the player concerned.
- 20.6 A player will only be eligible to play for the first team he/she performs for in any competition.
- 20.7 It is the responsibility of the home club to offer, in writing, two different dates to the opposing club. One of these dates must be accepted, and confirmed in writing, unless both dates have been previously booked for cup commitments.
- 20.8 In the event of a fixture not being played by the next round of the competition the Knock-Out Cup Officer shall be notified of the cause by the home team and shall, if necessary, submit the case to the Management Committee for a decision on whether the match should be re-arranged or lost by the defaulting club.
- 20.9 Any defaulting team failing to play a re-arranged Cup fixture within a period set by the Management Committee shall be eliminated from the competition.
- 20.10 Fees for the competitions shall be decided by the Management Committee and shall be stated on the form inviting entry to the competitions.
- 20.11 The draw for all rounds of the competitions shall be made by the Knock-Out Cup Officer in the presence of two other members of the Management Committee.
- 20.12 The final round matches of each of the competitions shall be played at a neutral venue.
- 20.13 The rules and conditions governing league matches shall apply to any contingency not covered in this section.

21 SUMMER LEAGUE

A summer league competition may be run during the close season by a volunteer and the rules of the competition shall be similar to those of the Winter league.

22 JUNIOR COACHING SCHEME

- 22.1 These rules shall apply to the Junior Coaching Scheme except that for administrative purposes a separate sub-committee shall be formed to operate independently of the Association.
- 22.2 The sub-committee shall report to the Management Committee.

23 ALTERATIONS TO RULES

- 23.1 Alterations to rules except Rule 25 (Dissolution) may only be made at the Annual General Meeting.
- 23.2 Proposals or motions for new rules, or amendments to existing rules, are to be submitted in accordance with the conditions laid down in Rule 5.
- 23.3 No alterations may be made to these rules except by a two-thirds majority vote.

24 APPEALS PROCEDURE

- 24.1 Any player or club aggrieved by a decision of the Management Committee shall have the right of appeal to the Surrey Table Tennis Association and thence to the Disputes Committee of the National Association.

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25 DISSOLUTION

1. If at any General meeting of the Association, a resolution be passed calling for the dissolution of the Association, the Secretary shall immediately convene a Special General Meeting of the Association to be held not less than one month thereafter to discuss and vote on the resolution.
2. If at that Special General Meeting, the resolution is carried by at least two thirds of the Full Members present, the committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets and discharge all debts and liabilities.
3. After discharging all debts and liabilities of the Association, the remaining assets shall not be paid or distributed amongst the Full Members, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Association.

ENGLISH TABLE TENNIS ASSOCIATION APPROVED LAWS OF TABLE TENNIS

There has been a specific request to clarify certain rules that have been subject to dispute:

2.13 THE ORDER OF SERVING, RECEIVING AND ENDS

- 2.13.1 The right to choose the initial order of serving, receiving and ends shall be decided by lot and the winner may choose to serve or to receive first or to start at a particular end.
- 2.13.2 When one player or pair has chosen to serve or to receive first or to start at a particular end, the other player or pair shall have the other choice.

2.16 THE SERVICE

- 2.6.1 Service shall start with the ball resting freely on the open palm of the server's stationary free hand.
- 2.6.2 The server shall then project the ball near vertically upwards, without imparting spin, so that it rises at least 16cm after leaving the palm of the free hand and then falls without touching anything before being struck.
- 2.6.3 As the ball is falling the server shall strike it so that it touches first his court and then, after passing over or around the net assembly, touches directly the receiver's court; in doubles, the ball shall touch successively the right half court of server and receiver.
- 2.6.4 From the start of service until it is struck, the ball shall be above the level of the playing surface and behind the server's end line, and it shall not be hidden from the receiver by the server or his doubles partner or by anything they wear or carry.
- 2.6.5 As soon as the ball has been projected, the server's free arm and hand shall be removed from the area between the ball and the net. (Note: The space between the ball and the net is defined by the ball, the net and its indefinite upwards extension)
- 2.6.6 It is the responsibility of the player to serve so that the umpire or the assistant umpire can see that he complies with the requirements for good service.
- 2.6.6.1 If the umpire is doubtful of the legality of a service he may, on the first occasion in a match, declare a let and warn the server.
- 2.6.6.2 Any subsequent service of doubtful legality by him or his doubles partner will result in a point to the receiver.
- 2.6.6.3 Whenever there is a clear failure to comply with the requirements for a good service no warning shall be given and the receiver shall score a point.
- 2.6.7 Exceptionally, the umpire may relax the requirements for a good service where he is satisfied that compliance is prevented by physical disability.

SECTION 13 OF THE ITTF HANDBOOK FOR MATCH OFFICIALS

Time Outs

In addition to the statutory intervals between games, each player or pair, or their captain or adviser on their behalf, is entitled to claim a time-out period of up to 1 minute during an individual match. Making a T-sign with the hands indicates the request, which can be made only between rallies. Play is resumed when this player or pair is ready to do so or at the end of 1 minute, whichever is the sooner.

During the time-out period, the player or pair calling the time-out, and their opponents, are both free to talk to their captain or adviser or not as they desire.