



## BYLAWS

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## SECTION 1 – BOARD OF MANAGEMENT POWERS / RESPONSIBILITIES

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- 1.1 The Table Tennis Queensland Board of Management shall have overall control and management of the affairs, property and funds of TTQ.
- 1.2 The Board of Management shall meet at least once every two calendar months.
- 1.3 The Board of Management has the power to make, amend or delete any By-Laws at any Board of Management meeting. All Associations shall be notified within one week of any changes made to the By-Laws.
- 1.4 The TTQ Board may appoint sub-committees of two or more persons from among its own office bearers and / or individual members otherwise, and / or other persons to carry out such functions as the TTQ Board determines.
- 1.5 The Board of Management shall abide by the “Governance Policies” – Appendix 1 and the “Board Code of Conduct” – Appendix 21

## SECTION 2 – POLICIES

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- 2.1 The Board of Management of TTQ has the right to create, remove, delete from, add to or otherwise amend its own Policies.
- 2.2 All Policies are binding on all Member Organisations and individual members.
- 2.3 All Policies shall be available to Member Organisations and individual members via the TTQ web site.
- 2.4 TTQ Policies are included as Appendixes to the TTQ By-Laws as per the “List of Appendixes”
- 2.5 If no Policy exists to deal with a particular issue TTQ shall observe the Policies of Table Tennis Australia, where relevant.

## SECTION 3 – FEES<sup>1</sup>

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- 3.1 The following fees shall apply to all Member Organisations affiliating with TTQ:
  - 3.1.1 Affiliation fees which are charged once a year in January
  - 3.1.2 Development Fees are charged quarterly, calculated as follows from 2017:  
$$\frac{(\text{Member organisation's individual members in previous year} \times \text{Development Fee Figure})}{\text{TTQ Individual Members in the previous year}}$$
- 3.2 Affiliation fees and individual membership fees are set for the year following the AGM whilst the development fees are set for the year of the AGM.
- 3.3 Discounts shall be applicable to new Member Organisations:
  - 3.3.1 First year of affiliation Member Organisations pay 50% of the Affiliation Fees
  - 3.3.2 Second year of affiliation Member Organisations pay 75% of the Affiliation Fees
  - 3.3.3 As a consequence of the calculation method, Development Fees are discounted to new clubs for the first three years of affiliation.
- 3.4 The membership year for Individuals and Member Organisations is from January 1 to December 31 in any given year.

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<sup>1</sup> Member Organisations' delegates at the AGM set all fees as detailed in the TTQ Constitution (Section 6 & Section 19.6.4).

## **SECTION 4 – MEMBER ORGANISATION AFFILIATION**

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- 4.1 Member Organisations shall complete the “Affiliation Agreement” and “Affiliation Information Sheet”, pay an affiliation fee and supply all requested documentation at the start of each calendar year in order to become affiliated with Table Tennis Queensland.
- 4.2 Member Organisations shall notify Table Tennis Queensland of any changes to contact details within one week of them changing.
- 4.3 Member Organisations, upon affiliation, are covered by the Table Tennis Queensland Public Liability and Directors and Officers insurance policies up to the amount as noted in the relevant policy schedules.
- 4.4 Member Organisations shall pay a quarterly development fee as per Section 3. Member Organisations may elect to pay the total development fee in one instalment.
- 4.5 Member Organisations shall have a minimum of seven registered members with Table Tennis Queensland to maintain affiliation.

## **SECTION 5 – INDIVIDUAL MEMBERSHIP**

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- 5.1 There shall be two levels of individual membership:
  - Level 1 – Social - a social or casual player
  - Level 2 – Club / Tournament - a player who competes in club fixtures, inter-club matches or other Association’s Open Tournaments, represents Queensland or Australia.
- 5.2 Concessions for Level 2 Memberships for juniors, students, unemployed and pensioners apply to the fees set by the delegates according to the following definitions:
  - Junior – a person who is 18 or under at the time of becoming a member of TTQ
  - Student - a full time student at school, university or TAFE who is in possession of a student card
  - Pensioner – a person who is in possession of a government pension card
- 5.3 Every Member Organisations must register all players, coaches and club officials who participate at their venue as Individual Members.
- 5.4 Individual memberships must be either updated on the TTQ Online Membership Database or forwarded to Table Tennis Queensland within 14 days of receiving the membership fee from the individual.
- 5.5 All Individual Members are subject to the provisions of the Table Tennis Queensland Constitution, By-Laws, Policies and the regulations of Table Tennis Australia and the International Table Tennis Federation (as applicable).
- 5.6 New members joining TTQ after 1 October in any year may join TTQ for the following year, paying the following year’s membership fee, and receive membership for the remainder of the current year for free. This only applies to new members and not to renewing members.

## **SECTION 6 – ASSOCIATION OPEN TOURNAMENTS**

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- 6.1 All Member Organisations shall be entitled to conduct one or more Open Association Tournament each year, subject to sanction from the TTQ Board.
- 6.2 Applications to conduct an Association Open Tournament must be received by the Executive Officer on the “Application to Conduct a Tournament” form in the year prior to hosting the event. An Association Open Tournament may only be conducted after the Board of Management has given approval. Table Tennis Queensland shall promote the Tournament via its website and its official calendar.

- 6.3 Competitors in Association Open Tournaments must be registered with Table Tennis Queensland as Level 2 Individual Members.
- 6.4 Recommendations for conducting Association Open Tournaments are provided in “Association Open Tournament Guidelines” – Appendix 6.
- 6.5 An approved Referee must oversee all Association Open Tournaments; approved referees must be a currently registered member of TTQ, currently accredited with the NOAS or the ITTF as an umpire and a non-player at the tournament.
- 6.6 A travel subsidy with a minimum of \$30 and a maximum of \$200 shall be made available from Table Tennis Queensland to approved referees upon receipt of valid tax invoices for travel expenses incurred in attendance at an Association Open Tournament that they referee. Additional payments / reimbursements to referees shall be negotiated between the referee and host association.
- 6.7 The Member Organisation shall supply Table Tennis Queensland with a complete copy of the results in electronic format within 7 days of completion of the Tournament.
- 6.8 The Member Organisation shall submit the complete set of singles results (from individual or team events) to ratings central within 7 days of the end of the event, using either Zermelo or Cantor.
- 6.8 The Tournament Referee shall supply Table Tennis Queensland with a copy of the Referee’s Report within 7 days of completion of the Tournament.

## **SECTION 7 – QUEENSLAND CLOSED CHAMPIONSHIPS (STATE CHAMPIONSHIPS)**

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- 7.1 The Queensland Closed Championships shall be conducted as per the “State Championships Operations Manual” - Appendix 7.
- 7.2 The Executive Officer and member Organisations involved in the conduct of State Championships in a given calendar year shall review the State Championships Operations Manual at the end of the last State championships held in that year. Recommendations for changes and / or additions shall be forwarded to the Board of Management for consideration.

## **SECTION 8 – QUEENSLAND OPEN CHAMPIONSHIPS**

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- 8.1 Queensland shall be entitled to host an Open Championship every year.
- 8.2 At the Queensland Open Championships all competitors must be individual members of associations affiliated with Table Tennis Queensland (at level 2), Table Tennis Australia or the International Table Tennis Federation.

## **SECTION 9 – AUSTRALIAN CHAMPIONSHIPS**

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- 9.1 Table Tennis Australia, under its Constitution, controls and promotes all Australian Championships. Table Tennis Queensland shall assist Table Tennis Australia to promote and control all Australian Championships conducted in Queensland
- 9.2 Table Tennis Queensland shall take up options for Australian Championships when they fall due, subject to the event being deemed financially viable.
- 9.3 Table Tennis Queensland shall appoint an Organising Committee charged with organising all aspects of the Australian Championship.
- 9.4 All Australian Championships shall be conducted in accordance with Table Tennis Australia Regulations and Guidelines in place at the time of the championships

## **SECTION 10 – STATE TEAMS - PLAYERS**

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- 10.1 Players wishing to be considered for selection for Queensland teams competing at Australian Championships shall meet all eligibility criteria as outlined in the “Selection Policy” – Appendix 10.
- 10.2 Players wishing to be considered for selection for Queensland teams competing at Australian Championships shall complete all necessary nomination forms, or apply for exemption, within the specific deadline as outlined in the “Selection Policy” – Appendix 10.
- 10.3 The selection process shall be followed as outlined in the “Selection Policy” – Appendix 10.
- 10.4 Players selected to represent Queensland at Australian Championships shall complete and sign all documents and pay all relevant costs as required by TTQ.
- 10.5 Players representing Queensland shall have in their possession for the duration of the Australian Championships a Queensland jacket and shirt. Unless sufficient funds can be allocated, players shall bear all of the cost of their participation in the Australian Championships.

## **SECTION 11 – STATE TEAMS – COACHES**

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- 11.1 Coaches wishing to be considered for a coaching position with a Queensland team shall submit the completed the “State Coach Application Form” by the specified deadline.
- 11.2 Coaches wishing to be considered for a coaching position with a Queensland team shall meet the eligibility criteria as outlined in the “State Coach Selection Policy” – Appendix 11.
- 11.3 Table Tennis Queensland shall follow the process for selecting State Coaches as outlined in the “State Coach Selection Policy” – Appendix 11.
- 11.4 All State Coaches shall sign the “State Coach’s Agreement” upon acceptance of the position offered.
- 11.5 All State Coaches shall be subject to evaluation of their performance by the players and other coaches.

## **SECTION 12 – OFFICIATING COMMITTEE**

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- 12.1 The Table Tennis Queensland Officiating Committee shall operate under the “Officiating Committee Roles and Responsibilities” - Appendix 12.
- 12.2 The Officiating Committee shall operate in the best interest of improving the standard and number of accredited umpires and referees in Queensland.
- 12.3 The Officiating Committee is an advisory committee that makes recommendations of the TTQ Board of Management. The Officiating Committee holds no decision-making powers of its own.

## **SECTION 13 – COACH AND ELITE PLAYER COMMITTEE**

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- 13.1 The Table Tennis Queensland Coach and Elite Player Committee shall operate under the “Coach and Elite Player Committee Roles and Responsibilities” - Appendix 13.
- 13.2 The Coach and Elite Player Committee shall operate in the best interest of improving the standard and number of accredited coaches and elite players in Queensland.
- 13.3 The Coach and Elite Player Committee is an advisory committee that makes recommendations of the TTQ Board of Management. The Coach and Elite Player Committee holds no decision-making powers of its own.

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**SECTION 14 – RATINGS**

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- 13.1 It shall be the host Member Organisations responsibility to arrange the upload of relevant results from Association Open Events to Ratings Central
- 13.2 The results of every singles match played at TTQ sanctioned events including: Association Open Tournaments, and Queensland Championships shall be entered. In addition, Member Organisations are entitled to upload results of club or other local level events to Ratings Central.
- 13.3 The Executive Officer shall assume all responsibilities to enforce results are entered.

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**SECTION 15 – COMPLAINTS AND DISCIPLINARY ACTION**

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- 15.1 All complaints received by Table Tennis Queensland shall be investigated, mediated and if deemed necessary by the Executive Officer (or the TTQ President in the case of a complaint regarding the Executive Officer) resolved using the process outlined in the:
- “Member Protection Policy” – Appendix 15A
  - “Complaints Procedure” – Appendix 15B
  - “Code of Conduct” – Appendix 15C

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**SECTION 16 – APPEALS COMMITTEE**

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- 16.1 The Appeals Committee shall consist of the TTQ President, Chairman of the Officiating Committee and a Life Member of TTQ elected at the AGM.
- 16.2 Any penalty inflicted by the Judicial Panel upon any person may be appealed within 15 days of notification of such penalty.
- 16.3 The Appeals Committee shall meet and decide on evidence received if penalties are just. Their decision shall be final with no further grounds for appeal. The Committee may meet by telephone or in person.

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**SECTION 17 – PRIVACY**

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- 17.1 Table Tennis Queensland values the privacy of its members and staff. All information collected and used by Table Tennis Queensland is subject to the “Privacy Policy” – Appendix 17.

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**SECTION 18 – COMMUNICATION**

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- 18.1 Table Tennis Queensland is committed to the distribution of timely and accurate information to all of its stakeholders as outlined in the “Communications Policy” – Appendix 18.

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**SECTION 19 – EQUITY**

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- 19.1 Table Tennis Queensland is committed to a policy of Equity within the sport of table tennis within Queensland as outlined in the “Equity Policy” – Appendix 19.



## **SECTION 20 – SOCIAL MEDIA**

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- 20.1 Table Tennis Queensland values the appropriate use of Social media across all channels as outlined in the “Social Media Policy” – Appendix 20.

## **SECTION 21 – BOARD CODE OF CONDUCT**

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- 21.1 Table Tennis Queensland is committed to ensuring the Board of Management works effectively and efficiently. The Board Code of Conduct comprises principles which are designed to provide guidance to a Board Member of Table Tennis Queensland as outlined in the “Board Code of Conduct Policy” – Appendix 21.

## **SECTION 22 – ANTI-DOPING MEDIA**

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- 22.1 Table Tennis Queensland recognises and acknowledges the importance of Anti-Doping in the sport of table tennis within Queensland as outlined in the “Anti-doping Policy” – Appendix 22.

## **SECTION 23 – MATCH-FIXING**

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- 23.1 Table Tennis Queensland acknowledges the appropriate use of betting as a legitimate pursuit, however illegal or fraudulent betting is not condoned as outlined in the “Match-fixing Policy” – Appendix 23.

## APPENDIX LIST

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- Appendix 1 Governance Policies
- Appendix 6 Association Open Tournament Guidelines
- Appendix 7 State Championships Operations Manual
- Appendix 10 Selection Policy
- Appendix 11 State Coach Selection Policy
- Appendix 12 Officiating Committee Roles and Responsibilities
- Appendix 13 Coach and Elite Player Committee Roles and Responsibilities
- Appendix 15A Member Protection Policy
- Appendix 15B Complaints Procedure
- Appendix 15C Code of Conduct
- Appendix 17 Privacy Policy
- Appendix 18 Communications Policy
- Appendix 19 Equity Policy
- Appendix 20 Social Media
- Appendix 21 Board Code of Conduct
- Appendix 22 Anti-doping policy
- Appendix 23 Match-fixing policy