



West Kent Table Tennis Association

AGM Information

Angel Centre, Tonbridge

Thursday 5th July 2018

8pm

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1 Agenda

1.1 Apologies for absence

Any apologies for absence. Apologies have already been received from Roger Harris and Sarah Maris.

1.2 Minutes of last AGM

Minutes of the last AGM, detailed in section 3, are submitted for approval.

1.3 Matters arising

Any matters relating to last year's minutes in need of discussion.

1.4 Reports

1.4.1 General Secretary

The General Secretary presents his report for the year.

1.4.2 Treasurer

The Treasurer presents his report for the year.

1.4.3 Development Officer

The Development Officer presents his report for the year.

1.5 Election of Officers

Rule 4: *All members of the committee shall retire annually, but shall be eligible for re-election. Nominations shall be made at the Annual General Meeting, and if more names are proposed than the number required to fill the vacancies the election shall be by ballot.*

1.5.1 Chairman

Held by Tyron Stalberg in 2017/18. Tyron has indicated he will be willing to continue in the role for 2018/19.

1.5.2 President

Held by Ming Majoe in 2017/18.

1.5.3 General Secretary

Vacant for 2017/18. A volunteer is requested for this role.

1.5.4 Registration Secretary

Held by Dan Powley in 2017/18. Dan has indicated he will be willing to continue in the role for 2018/19, but would wish to step down if he were to volunteer for the treasurer role. A volunteer or volunteers may therefore be required to take on this role.

1.5.5 Treasurer

Held by Brian Lees in 2017/18. Brian has indicated he wishes to step down for this year, a volunteer or volunteers will therefore be required to take on this role.

1.5.6 Vice Chairman

The position is currently vacant, a volunteer will therefore be required to fill the position.

1.5.7 Development Officer

Held by Nick Smith in 2017/18.

1.5.8 General Committee

General committee members for 2017/18 were Malcolm Cole, David Cowlen, Roger Harris and Sarah Maris. Two or three volunteers are being sought for committee positions.

1.5.9 Vice Presidents

Vice Presidents for 2017/18 were J. Batchelor, J. Bateup, A. R. Blundell, J. Butler, Mrs. M. Carden, M. Cole, J. Davison, S. Day, P. Henderson, B. S. Hodder, E. G. B. Houghton, R. Jeffery, C. Kelly, B. Lees, D. Lowrie, H. M. Macdonald, J. Neal, D. Pilcher, J. Reeves, R. Smewing, R. Taylor, A. J. W. Woollven and D. Wootten.

1.6 Proposals

Proposition 1.1. To maintain the 2017/18 structure of the league for 2018/19. To either play each team twice each as this season or three times.

1.7 Any other business

1.7.1 Other

Open to the floor.

1.8 Presentation of awards and trophies

2 Reference A: Rules 2016/17

CONSTITUTION AND RULES

The Association.

1. The Association shall be known as the West Kent Table Tennis Association. Our Association shall be affiliated to English Table Tennis Association Limited known as Table Tennis England and Kent County Table Tennis Association (K.C.T.T.A.) and adopts the disciplinary codes of those bodies.

The League.

2. The Association shall run a League. The Rules under which the League's competitions shall be played shall be those of Table Tennis England subject to the discretion of the Associations Committee.

Clubs shall be required to pay affiliation fees to the K.C.T.T.A., which shall be payable to the Association in advance, and must be paid by July 31st. A Development League, open to all players of all ages, shall be created as and when feasible to function outside the principal league and subject to such rules as the Committee shall from season to season decide, but to be considered as part of the West Kent Table Tennis Association.

Management

3. The Association shall be managed by a Committee consisting of the following Officers, namely:- Chairman, Vice-Chairman, General Secretary, Treasurer, Registration Secretary and at least seven others.

Election and Retirement of Officers and Committee

4. All members of the committee shall retire annually, but shall be eligible for re-election. Nominations shall be made at the Annual General Meeting, and if more names are proposed than the number required to fill the vacancies the election shall be by ballot.

Power of Committee

5. The Committee shall have the power:
(i) to appoint Sub-Committees for specific purposes;
(ii) to co-opt to fill any vacancy;
(iii) to exercise their discretion where the Rules are silent.

Annual General Meeting

6. The A.G.M. of the Association shall be held not more than 84 days after the close of the season, when the Report of the Committee and the accounts for the past year, duly audited, shall be presented, the Officers and other members of the Committee and the auditors for the ensuing year elected, and all general business transacted. At least ONE Member of each Club shall attend. Each registered player and each member of the Committee shall have one single vote and the Chairman of the Annual General Meeting shall have an additional casting vote in the event of a tied vote.

Extraordinary General Meeting

7. An Extraordinary General Meeting may be called at any time at the discretion of the Committee and shall be called within 21 days after the receipt by the General Secretary of a requisition in writing to that effect signed by at least six members. Every such requisition shall specify the business for which the meeting is to be convened and no other business shall be transacted at such meeting. Voting rights at an Extraordinary General Meeting shall be the same as those for an Annual General Meeting.

Notice of General Meeting

8. A notice of each General Meeting shall be sent to each Club Secretary at least 14 days prior to the day fixed for such meeting.

Quorum at General Meeting

9. No business other than the formal adjournment of the meeting shall be transacted at any General Meeting unless a quorum is present and such quorum shall consist of at least 5 percent of the membership.

Meetings of Committee

10. The Committee shall meet not less than six times a year and if possible at intervals of no more than two months during the season. No business other than the formal adjournment of the Meeting shall be transacted at any Committee meeting unless a quorum be present and such quorum shall consist of no fewer than five of the Committee. Resolutions etc. shall be passed by a majority of votes properly recorded, and in the case

of any equality of votes the Chairman shall have the casting vote. Any members of the Committee having been absent from three consecutive meetings without satisfactory explanation being received by the General Secretary or Chairman shall cease to be members of the Committee.

RULES

The Principal League Competition

11. Clubs (which for the purpose of these Rules shall include any group of players wishing to play together not part of another club) shall make application to the Registration Secretary, in writing, by 31st July, stating their required team entries for the following season (usually running from September of the current year to the end of April the following year). A Club wishing to enter a new team into the League may nominate this team for a specific Division, the acceptance of this nomination resting with the Committee. A club entering more than one team shall arrange their teams in descending order of playing strength designated from "A" downwards. Teams that have been accepted into the League but who subsequently withdraw, either before or during the playing season, shall cause their Club to be fined at the discretion of the Committee.

12. The Committee shall be empowered to structure the League for the coming season in the light of team applications received.

13. Each team shall consist of two players. Each player in one team shall play each player in the opposing team one set, the result of which shall be determined by the best of five games. A doubles shall also be played.

14. At least two players shall be nominated for each team. No player may play for a team in a lower division without prior written permission (written permission includes email) from the Committee but may play for any other team in the same division or a higher division.

A rating will be allocated by the Registration Secretary to a previously unrated player having consulted with the relevant club secretary or team captain and taking into consideration any data from Table Tennis England or other leagues. Such rating may be amended accordingly after the Registration Secretary has received the results from at least three relevant matches.

15. A player may only play in a match in the principal league of the Association once their registration has been completed in accordance with the next following Rule and they have been registered with Player Membership of Table Tennis England. The Committee reserve the right in all cases to define the Division below which any individual player shall not be permitted to play. Any Team contravening any part of this Rule shall forfeit the sets concerned.

16. The name of each player must be entered on a league registration form by their respective Club, and this form, together with a registration fee of £9.00 (Junior Members under the age of 18 on December 31st within the playing season £3.00) must be sent to the Registration Secretary. A player registered after commencement of the season will not be eligible to play in any League matches until the Club Secretary or Team Captain has received confirmation of registration from the Registration Secretary or in his absence either the league Chairman, General Secretary or Treasurer. The Committee shall have discretion to decline any new registration after 31st December for any team for which their playing strength is considered inappropriate having regard to the division in which that team plays.

17. Any team having played at least two-thirds of its fixtures and unable to fulfil remaining fixtures forfeits these to its opponents.

18. Each team shall play every other team in the same division at least twice. Matches shall normally be played on only one table, starting by 7.45 p.m. If the home team require an early finish, sets may also be played on a second table of the same standard in equivalent playing conditions. Unless otherwise agreed by both acting captains sets shall only be played in the order shown on the official match card.

19. Points for matches shall be awarded on the basis of one point per singles set, i.e. 5-0, 4-1, 3-2, etc.

20. Clubs shall endeavour to provide the highest possible playing conditions with a minimum of 500 lux across the whole playing area and any written directives from the League Committee shall be carried out promptly.

21. (a) When submitting their team entry for the following season clubs shall state their regular home

night which the General Secretary shall cause to be communicated to every Club Secretary before the playing season starts and any change of regular home night shall require the approval of the League Committee.

(b) A match may be played on a night during the week allocated for it in the fixture list other than the regular home night if both teams agree. Otherwise no fixture rearrangement shall be allowed except in the case of (i) inclement weather or (ii) non-availability of the match venue. The decision of the Committee on both these points shall be final.

(c) If any match is not played in accordance with this Rule, a team judged by the Committee to be at fault shall receive no points and the Committee shall award points to a non-defaulting team taking into consideration relevant matches played up until the end of the first half of the season or the date of the relevant meeting of the Committee if later.

(d) The captain of a team requesting a rearrangement must notify the Registration Secretary no later than 24 hours from the time when the match was due to be played.

22. Teams must ensure that all rearranged matches are played no later than the end of the last week for matches in the League Competition matches shown in the fixture list.

23. The home and away teams shall be responsible alternately for providing an umpire for each set. The decision of such umpire, who may be a player in the match, shall be final.

24. Results must be notified to the Registration Secretary preferably using the online facility on the website of the Association and otherwise electronically by a scanned copy of the match card, by facsimile or by posting, in all cases within 48 hours of the end of each match. If the original match card is not sent, it shall be retained until the end of the season and provided to the Registration Secretary upon request by the Committee.

25. All teams shall endeavour to field a full team for every match. When only one team has a full side for a match the unplayed sets shall be awarded to that team. If both teams are short of a player the match shall be played: two of the unplayed sets shall be awarded to each team and the team winning a set of doubles played between the players present shall receive an additional point. One player shall not constitute a team.

26. The home team shall choose and provide 3 star balls of any colour approved under the Laws of Table Tennis, but the same colour ball shall be used throughout any match.

27. (a) There shall be no automatic promotion or relegation but instead the following procedure shall be followed.

(b) Not less than two weeks before the end of the season (being the end of the last week shown in the fixture list for matches in the Principal League Competition) the Registration Secretary or other person appointed by the Management Committee shall invite the captain of every team with a mathematical chance of finishing first in any division (other than the top one) or last in any division (other than the lowest one) to inform him of no more than three nights in the two week period following the end of the season when that team is unwilling to play a play-off match and shall also invite each of the teams capable of finishing first to inform him if it wishes to play a play-off match with the team finishing last in the division next above.

(c) If any team which shall finish first in a division has so informed the Registration Secretary or other appointee by the end of the season, the Management Committee shall stipulate a weekday night in that two week period on which a play-off match at a neutral venue chosen by the Management Committee between that team and the team finishing last in the division next above shall take place to decide which of those teams shall have the better right to play in the higher division the following season. Such night shall not be any night which either team has indicated in accordance with paragraph (a) of this Rule that it is unwilling to play. A play off match shall be played in accordance with the normal rules for matches in the Principal League Competition without any doubles save that in addition to the normal eligibility qualification no player may play for any team in a play off match who is not one of the four players still qualifying to play for that team who has played most frequently for that team that season in singles matches.

(d) If a team shall for any reason whatever fail to play a play-off match arranged in accordance with the above procedure it shall be deemed to have conceded the match.

28. In the event of a tie on points for a place in the League Table, the final standings shall be decided by (a) matches won, and if still a tie (b) the results of matches played between the teams involved.

Amendments

29. Proposals for all new rules and amendments to rules shall be submitted in writing to the General Secretary by the end of the April preceding the relevant Annual General Meeting.

Conduct

30. Any dispute shall be referred in writing to the General Secretary within 48 hours after the dispute has arisen, a copy of the complaint being sent by the General Secretary to the club of the player or players concerned. Any such dispute shall automatically be referred to the Committee for settlement and the decision of the Committee shall be final provided that it is in accordance with these Rules and does not breach the rules and regulations of the County or National Associations or the principles of natural justice.

31. Clubs which are persistently in breach of these Rules despite a written warning to that effect shall not be readmitted to the League the following season.

Closed Tournament

32. The qualification and other rules shall be agreed by the Committee each year and shown on or referenced in the entry form.

Newsletter

33. Information contained in the Association Newsletter under the heading League Committee Notes is to be regarded as an official communication from the Association to its member clubs.

The Baldry Cup

34. The Baldry Cup shall be awarded to the individual who achieves the highest average in Division One, having played in at least two thirds of the maximum matches playable.

The Pilcher Trophy

35. The Pilcher Cup shall be awarded to the individual under 18 years of age on the 1st July preceding the playing season who achieves the highest rating at the end of the season, having played in at least two thirds of the maximum matches playable.

The Paul White Memorial Cup

36. The Paul White Memorial Cup shall be awarded to the individual who has shown the greatest improvement during the season.

3 Reference B: Minutes of the 2016/17 AGM



**West Kent Table Tennis Association
Minutes of the Annual General Meeting
Held at 8.00 pm on Tuesday 11 July at the Angel Centre Tonbridge**

Attending

Tyron Stalberg (Chairman) (TS)	Paul Livermore
Ming Majoe (President) (MM)	Heidi Smith
Dave Cowlen (Gen. Secretary) (DJC)	Peter Duke
Dan Powley (Reg. Secretary) (DP)	Filippo Rotunno
Sarah Maris (SM)	Hugh O'Neill
Malcolm Cole (MC)	Bob Everest
Nick Smith (NS)	

Apologies for absence

Brian Lees (Treasurer)
Roger Harris (Development Officer) (RH)
Tony York
Steve New

1. Welcome & apologies for absence

The Chairman opened the meeting by welcoming all those present. He also thanked fellow committee members for their support and efforts during the year. DJC listed members where apologies for absence had been received.

TS continued by reflecting on the trends affecting the sport as a whole and WKTTA in particular and the need for everyone to work cooperatively to maintain and develop WKTTA.

TS advised the meeting that item 1.6 of the agenda (Proposals) would be brought forward to follow the Secretary's and Treasurer's report.

2. Minutes of the last meeting

A proposal was received from the floor that the minutes should be accepted as a true and complete record of the meeting. This proposal was seconded.

3. Matters arising

There were no matters arising from the minutes.

4. Reports

4.1. Secretary's Report

DJC briefly summarised his report and advised that a copy of the report would be appended to these minutes. This would include a list of the Annual Closed Tournament winners and the various awards applicable to the Main League and other competitions.

Brian Milsted's efforts in running the Development League were acknowledged.

4.2. Treasurer's Report

In the absence of the Treasurer, DJC highlighted the key elements of the accounts which show an excess of expenditure over income for the year of £1,039.71. This is principally attributable to the purchase of new equipment at Tn2.

A proposal was received from the floor to adopt the accounts which was also seconded from the floor.

4.3. Development Report

TS noted that the focus of development activity for the coming season and beyond would be to continue to focus on identification of a 'hub' venue in the North of our catchment area.

5. Proposals

TS referred to the presentation that had been circulated to the membership prior to the meeting and outlined the reasons for arriving at the conclusion that we should move to two player teams, playing two matches on each match night on 1.5 tables per match. He also noted that a variation on this proposal had been suggested from the membership which involved playing one match only, consisting of two singles and a doubles.

Discussion took place on the relative merits of the two proposals and also the possibility of using other venues for match nights such as Byng Hall, Leigh, and Meadows which would be feasible with a one table per match scenario.

A vote was then held and it was unanimously agreed that two player teams would be adopted for 2017/18 season, but with two singles and a doubles played on one table. It is likely that matches will be played at Tn2, Meadows and Otford but more work is needed to establish how matches will be distributed between the venues and the costs involved.

It was also agreed to adopt the more flexible approach to substitutes, with any team being able to field a substitute from any other team of the same division.

A note is to be issued to the membership advising this decision and Clubs will then need to start putting teams together. It was suggested that the greater flexibility around substitutes should be emphasised to avoid unnecessary large squads to ensure two players are always available.

6. Election of Officers and Vice Presidents

Election of the Officers of the Association took place with the result as follows:

Chairman	Tyron Stalberg
President	Ming Majoe
General Secretary	Vacant
Registration Secretary	Dan Powley
Treasurer	Brian Lees
Vice Chairman	Vacant
Development Officer	Nick Smith
General Committee Members	Dave Cowlen, Sarah Maris, Roger Harris

Vice Presidents were noted as follows:

J. Batchelor, J. Bateup, A. R. Blundell, J. Butler, Mrs. M. Carden, M. Cole, J. Davison, S. Day, P. Henderson, B. S. Hodder, E. G. B. Houghton, R. Jeffery, C. Kelly, B. Lees, D. Lowrie, H. M. Macdonald, J. Neal, D. Pilcher, J. Reeves, R. Smewing, R. Taylor, A. J. W. Woollven and D. Wootten.

TS asked if there were any members that wished to join the committee. DJC referred to a conversation with Paul Homewood who had expressed interest. DJC will follow up with PH. TS stated that he would ask Graham Windram who is responsible for Kent League this year.

7. Any other business

None.

8. Presentation of Trophies

MC announced the winners of the Main League trophies and these were presented by the President, Mr Ming Majoe. A list of the trophy and medal winners is appended to the Secretary's report.

9. Closure of Meeting

There being no further business, TS thanked everyone for their attendance and the meeting was closed at 21.30.

D Cowlen

On behalf of West Kent Table Tennis Association