

REGULATIONS PART C: COUNTY ADMINISTRATION

This document cancels and replaces the issue dated 20.01.17

The Regulations set below were made by the Board in accordance with the following Company Article:

35 County Associations

- 35.1 *The Board shall make regulations to prescribe a system of County administration under which England is divided into geographical areas to be known as 'Counties'.*
- 35.2 *For each County there shall normally be a County Association whose constitution shall be subject to approval by the Board.*
- 35.3 *A County Association shall have autonomy in organising and administering the sport in its County area but shall not have power to override a decision of the Board.*
- 35.4 *Unless exempted by the Board, every Affiliated Organisation shall affiliate to the most geographically appropriate County Association and be subject to its jurisdiction.*
-

Affiliation and Jurisdiction

- 1 The geographical area attributed to each County is defined in Annex 1.
- 2 Only organisations and individuals affiliated to the Company may affiliate to a County Association
- 3 An organisation must affiliate to, and only to, the single County Association to which it is assigned by the Board.
- 4 Provided he is affiliated to the Company an individual
- 4.1 may affiliate to one or more County Associations;
- 4.2 is deemed to be affiliated to the County Associations of those organisations to which he is affiliated;
- 4.3 may affiliate also to any County Association which admits him.
- 5 Subject to the overriding authority of the Board a County Association has jurisdiction over
- 5.1 the organisations and individuals affiliated to it;
- 5.2 table tennis events and activities (including those participating in them in any capacity) organised by itself or by an organisation affiliated to it;
- 5.3 table tennis events and activities (including those participating in them in any capacity) within its county area which are not under the jurisdiction of another County Association or organised by the Company itself.
- 6 A County Association shall within 14 days of a request by the Company and also when any change occurs send the Company written notification of the names and addresses of its officers (including its Chairman, General Secretary and Treasurer) and of the organisations affiliated to it.
- 7 A model constitution for a County Association is set out in Annex 2.

Discipline

- 8 If any organisation or individual affiliated to it breaches the constitution or regulations of a County Association or brings it or the sport into disrepute, the County Association may impose any one or more of the following sanctions:
- 8.1 Suspension from the privileges of membership of the County Association (but not of other privileges of affiliation to the Company) either indefinitely or for a stated period.
- 8.2 A fine to be paid within 28 days;
- 8.3 censure;
- 8.4 a requirement to give a written undertaking in such terms as the County Association may decide.
- 9 Any sanction shall be subject to the right of appeal to the Company in the manner specified in its Articles and regulations.

Election of National Councillor and Deputy National Councillor

- 10 Between 1st May and 15th June in each year the managing committee of a County Association may elect a National Councillor and a Deputy National Councillor to represent the County from the next Company AGM to the following one, after considering all nominations submitted to them by an organisation or individual affiliated to the County.
- 11 A County Association shall send the election result in the form the Company prescribes, signed by the Association General Secretary and one other person, who shall be Chairman, Vice-Chairman or Treasurer, to reach the Company not later than 20 June.
- 12 A County Association may fill a casual vacancy in the post of National Councillor or Deputy National Councillor for the remainder of the period of office in accordance with the regulations above, as far as they can be applied.

Annex 1: COUNTY AREAS

The list below gives the TTE Counties in capitals followed by the areas which they comprise defined by reference to local authority areas as at 1 April 2013. Note: In order to maintain traditional County boundaries the list is based on ETTA County areas as defined in 1974, subject to any specific changes made subsequently with the permission of the National Council.

AVON: Bath & North East Somerset, Bristol, South Gloucestershire
BEDFORDSHIRE: Bedford, Central Bedfordshire, Luton
BERKSHIRE: Bracknell Forest, Reading, Windsor & Maidenhead, West Berkshire, Wokingham
BUCKINGHAMSHIRE: Buckinghamshire, Milton Keynes, Slough
CAMBRIDGESHIRE: Cambridgeshire, Peterborough
CHESHIRE: Cheshire East, Cheshire West & Chester, Halton, Stockport, Trafford, Wirral
CLEVELAND: Hartlepool, Middlesbrough, Redcar & Cleveland, Stockton-on-Tees
CORNWALL: Cornwall, Isles of Scilly
CUMBRIA: Cumbria
DERBYSHIRE: Derby, Derbyshire
DEVONSHIRE : Devon, Plymouth, Torbay
DORSET: Bournemouth, Dorset, Poole
DURHAM: County Durham, Darlington, Sunderland
ESSEX: Barking & Dagenham, Essex, Havering, Newham, Redbridge, Southend-on-Sea, Thurrock, Waltham Forest
GLOUCESTERSHIRE: Gloucestershire
HAMPSHIRE: Hampshire, Portsmouth, Southampton
HEREFORDSHIRE: Herefordshire
HERTFORDSHIRE: Hertfordshire
ISLE OF WIGHT: Isle of Wight
KENT: Bexley, Bromley, Greenwich, Kent, Lewisham, Medway
LANCASHIRE: Blackburn with Darwen, Blackpool, Bolton, Bury, Knowsley, Lancashire, Liverpool, Manchester, Oldham, Rochdale, Salford, Sefton, St Helens, Tameside, Warrington, Wigan
LEICESTERSHIRE: Leicester, Leicestershire, Rutland
LINCOLNSHIRE: Lincolnshire, North East Lincolnshire, North Lincolnshire
MIDDLESEX: Barnet, Brent, Camden, City of London, Ealing, Enfield, Hackney, Hammersmith & Fulham, Haringey, Harrow, Hillingdon, Hounslow, Islington, Kensington & Chelsea, Tower Hamlets, City of Westminster
NORFOLK - Norfolk
NORTHAMPTONSHIRE: Northamptonshire
NORTHUMBERLAND: Gateshead, Newcastle-upon-Tyne, North Tyneside, Northumberland, South Tyneside
NOTTINGHAMSHIRE: Nottingham, Nottinghamshire
OXFORDSHIRE: Oxfordshire
SHROPSHIRE: Shropshire, Telford & Wrekin
SOMERSET: North Somerset, Somerset
SOUTH YORKSHIRE: Barnsley, Rotherham, Sheffield,
STAFFORDSHIRE: Sandwell, Staffordshire, Stoke-on-Trent, Walsall, Wolverhampton
SUFFOLK - Suffolk
SURREY: Croydon, Kingston-upon-Thames, Lambeth, Merton, Richmond-upon-Thames, Southwark, Sutton, Wandsworth
SUSSEX : Brighton & Hove, East Sussex, West Sussex
WARWICKSHIRE: Birmingham, Coventry, Solihull, Warwickshire
WILTSHIRE: Swindon, Wiltshire
WORCESTERSHIRE: Dudley, Worcestershire
YORKSHIRE: Bradford, Calderdale, Doncaster, East Riding of Yorkshire, Kingston-upon-Hull, Kirklees, Leeds, North Yorkshire, Wakefield, York

Annex 2: MODEL CONSTITUTION FOR A COUNTY ASSOCIATION *(Changes underlined)*

Note: A County Association will be permitted to change Sections 1 and 2 only in exceptional circumstances. Apart from that, they have a wide discretion to adapt the Model to their individual requirements and proposed changes will be approved unless there is good reason to refuse them. The Model is limited to the minimum required to enable a County Association to function effectively. Some County Associations may wish to add provisions to cover other matters. Words in brackets [] are examples only and County Associations should replace them with their own requirements; words in italics are for guidance and are not part of the Model.

[BARSETSHIRE COUNTY] TABLE TENNIS ASSOCIATION CONSTITUTION

NAME

1.1 The Association shall be called [Barsetshire County] Table Tennis Association and is referred to in this constitution as the 'Association'.

2 STATUS AND RELATIONSHIP WITH TABLE TENNIS ENGLAND

2.1 The Association recognises the English Table Tennis Association Ltd, which trades as 'Table Tennis England' (referred to in this constitution as 'the Company') as the National Governing Body for table tennis in England.

2.2 The Association shall be the County Association for the area defined in the Company Articles and Regulations as the County of [Barsetshire].

2.3 The Association shall comply with the Company Articles and Regulations. This Constitution is to be read as being consistent with the Company Articles and Regulations and, in the event of any conflict arising, the Company Articles and Regulations shall prevail.

2.4 The objects of the Association shall be to fulfil the functions of a County Table Tennis Association and to further the objects of the Company in the County. In particular the Association shall act as the controlling and governing body for the sport in the County subject to any overriding decisions of the Board, assist and encourage the formation of table tennis leagues and clubs in the County and promote the sport in every possible way.

2.5 In this Constitution and any Regulations made hereunder words and phrases defined by the Company Articles and Regulations and not otherwise defined in this Constitution shall have the meaning assigned to them by the Company Articles and Regulations unless the context precludes such an interpretation.

2.6 No alteration to this Constitution shall take effect until approved by the Board.

2.7 In the event of the dissolution of the Association, any surplus assets remaining after discharge of liabilities shall automatically vest in the Company.

3 AFFILIATION

3.1 Every Affiliated Organisation which the Board determines is within the jurisdiction of the Association shall affiliate to the Association unless exempted by the Board.

3.2 No individual or organisation may affiliate to the Association unless affiliated to the Company.

3.4 Every league or club applying for affiliation shall complete the current membership form which shall be signed by an official on its behalf.

3.5 Every organisation affiliated to the Association shall send to the Association not later than [30 September] a copy of its current Rules.

4 AFFILIATION FEES

4.1 Affiliation Fees shall be determined by the Annual General Meeting or an Extraordinary General Meeting.

4.2 Affiliation Fees shall be paid not later than [30 September].

5 RECOGNITION

5.1 The Association shall recognise and cooperate with organisations recognised by the Company and with any County Schools Table Tennis Association, Schools League or School Club which is within its county area.

6 OFFICERS

6.1 The Officers of the Association shall be: Chairman, Vice-Chairman, General Secretary and Treasurer. *[Insert others as appropriate].*

6.2 The Officers shall be elected by the Annual General Meeting and shall serve from the end of the meeting at which they are elected until the end of the Annual General Meeting following; they shall be eligible for re-election.

7 NATIONAL COUNCILLOR AND DEPUTY NATIONAL COUNCILLOR

- 7.1 In accordance with the Table Tennis England Articles and Regulations, between 1 May and 15 June in each year, the [managing committee] shall elect a National Councillor and may elect a Deputy National Councillor to represent the County from the next Company AGM to the following one, after considering all nominations submitted to them by affiliated leagues, clubs and individuals.
- 7.2 The Association shall send the election result in the form the Company prescribes, signed by the General Secretary and one other person who shall be its Chairman, Vice-Chairman or Treasurer, to reach the Company by 20 June.

8 MANAGEMENT

- 8.1 The affairs of the Association shall be managed, subject to the control of the Annual General Meeting, by a managing committee, which shall be called the [Executive Committee], consisting of the Officers, National Councillor and one representative appointed by each Local League. *[Insert any others]*.
- 8.2 The [managing committee] may co-opt not more than [three] other members of the Association. Co-opted members [shall] have the right to vote.
- 8.3 The [managing committee] may fill a casual vacancy in any Office or on the [managing committee] until the next Annual General Meeting.
- 8.4 The [managing committee] shall meet [at least quarterly].
- 8.5 At least [seven] days notice in writing of the place, date and time of every meeting shall be sent to every member of the [managing committee].
- 8.6 The quorum of the [managing committee] shall be [five].
- 8.7 In the absence of Chairman and Vice-Chairman the [managing committee] shall elect one of its members to take the chair for the meeting.
- 8.8 Every question at a meeting of the [managing committee] shall be determined by a majority of the members present and voting, each member having one vote. In the case of an equality of votes the chairman of the meeting shall have a second or casting vote.
- 8.9 The [managing committee] may make Regulations to cover such matters not dealt with in this Constitution as it thinks fit.
- 8.10 The [managing committee] may appoint such sub-committees as it thinks fit and may delegate any of its duties and powers to them.

9 ANNUAL GENERAL MEETING

- 9.1 The Association shall hold an Annual General Meeting (AGM) in [May, June or July].
- 9.2 The General Secretary of the Association shall give at least fourteen days notice in writing of the place, date and time of a General Meeting together with the Agenda, to the Officers, the National Councillor, the Deputy National Councillor and the General Secretary of each affiliated organisation.
- 9.3 Each Local League shall appoint an Accredited Representative to attend each General Meeting and cast its votes.
- 9.4 The Officers, National Councillor and Accredited Representatives of Local Leagues may attend, speak and vote. All other Members may attend and, with the permission of the Chairman, speak but may not vote.
- 9.5 The following items shall be included in the AGM Agenda: (1) Minutes of the previous AGM (2) Minutes of any EGM held since the previous AGM (3) Annual Report of the [Executive Committee] (4) Statement of Accounts (5) Propositions (if any) to alter the Constitution (6) motions of which the General Secretary has received notice in writing not later than [twenty-eight days] before the meeting (7) Election of Officers (8) Election of [managing committee] Members (9) Appointment of a suitable person to check the accounts in accordance with Section 11.4.
- 9.6 Motions not included in the Agenda shall not be voted upon except with permission of the chairman.
- 9.7 Voting may be by show of hands of those entitled to vote but before or immediately after a show of hands vote any person entitled to vote may require voting to be by poll instead.
- 9.8 When voting is by poll [each Officer and the National Councillor shall have one vote and each Local League shall have one vote].

10 EXTRAORDINARY GENERAL MEETING

- 10.1 An Extraordinary General Meeting (EGM) shall be convened on a resolution of the [managing committee] or within 28 days after receipt by the General Secretary of a requisition signed by [two Local Leagues] stating the business to be transacted at the meeting.
- 10.2 Section 9, except clauses 9.1 and 9.5, shall apply to an EGM.
- 10.3 An EGM shall transact only such business as is specified in the resolution or requisition convening it.

11 FINANCE

- 11.1 The funds of the Association shall be kept at a Bank or invested in a Building Society or other security approved by the Association.
- 11.2 The [managing committee] shall appoint the persons authorised to sign cheques etc, drawn on Bank, Building Society and other accounts and they shall be signed by at least two such persons.
- 11.3 The Financial Year of the Association shall end on [31 March].
- 11.4 The AGM shall appoint a suitable person, who is not a member of the [managing committee], to check the accounts of the Association annually and report on them to the next AGM.
- 11.5 All income and property of the Association from whatever source derived shall be applied solely to the promotion of the objects of the Association.

12 DISCIPLINE

- 12.1 A Member shall not do or cause to be done anything deliberately harmful to the Association nor likely to bring the Association or the sport of table tennis into disrepute.
- 12.2 A Member shall not without good and sufficient cause
 - 12.2.1 absent himself from the hearing of any allegation or appeal after having been requested with reasonable notice to attend;
 - 12.2.2 refuse or neglect to answer any question put to him in connection with such allegation or appeal if directed to answer by the chairman of the adjudicating body.

13 DISCIPLINARY COMMITTEE

- 13.1 At its first meeting following the Annual General Meeting the [managing committee] shall appoint a Disciplinary Committee consisting of five persons, one of whom it shall designate as Chairman.
- 13.2 Members of the Disciplinary Committee shall (unless they resign) serve until the appointment of their successors. Casual vacancies shall be filled by the [managing committee].
- 13.3 A decision may be taken by not less than three members, all of whom must have been present throughout the hearing.
- 13.4 Any member of the Committee having an interest in a matter to be discussed must declare that interest as soon as he is aware of it, and must not be present in his capacity as a member of the Disciplinary Committee during the transaction of that business.
- 13.5 If fewer than three members are available owing to illness, declaration of interest or other reason the [Executive Committee] shall appoint sufficient temporary members to make the number up to three, such members serving only for the particular matter for which they are appointed.
- 13.7 The Disciplinary Committee shall deal with any allegation of a breach of the Constitution or Regulation of this Association.
- 13.8 Any allegation of a breach of the Constitution or Regulation must be made in writing to the General Secretary specifying the nature of the alleged breach, the name of the member or organisation alleged to be in breach and the approximate date and place of the alleged breach.
- 13.9 The Disciplinary Committee shall follow the procedure laid down by the Disciplinary Regulations of the Company.
- 13.10 If a formal allegation is proved to its satisfaction the Disciplinary Committee shall have power to impose on the member or organisation found to have committed the breach one or more of the following sanctions:
 - 13.10.1 a suspension from the privileges of membership of this Association either indefinitely or for a stated period.
 - 13.10.2 a fine.
 - 13.11 formal censure.
- 13.12 The General Secretary shall notify the member or organisation in writing within fourteen days. If the allegation has been found proved, the General Secretary shall at the same time notify the member or organisation of the Right of Appeal under the Table Tennis England Articles and Regulations and enclose a copy of the relevant provisions.
- 13.13 Where the sanction imposed is suspension the Company shall be notified. Such suspension shall be enforced by all bodies within the jurisdiction of this Association. The suspended person or organisation shall be deprived of the privileges of membership of or affiliation to the Association and any Local League or Directly Affiliated Club affiliated to the Association, but not of the privileges of membership of or affiliation to the Company enjoyed outside the jurisdiction of the Association.

14 RIGHT OF APPEAL

- 14.1 If an Affiliated Member appeals to the Association in accordance with the Articles and the Right of Appeal regulations the procedure below shall apply.

- 14.2 In this section the 'appellant' means the Affiliated Member who appeals and the 'respondent' means the Affiliated Organisation appealed against.
- 14.3 The appellant and the respondent must each be members of the Association.
- 14.4 The appeal shall be against a decision, action or omission by, or on behalf of, the respondent.
- 14.5 The appellant shall notify the General Secretary of the Association in writing not later than 21 days after the date when he becomes, or should have become, aware of the issue which is the subject of the appeal.
- 14.6 The managing committee shall act as the panel, or appoint a panel, to hear and decide the appeal.
- 14.7 A panel member who has an interest in the case must declare it and must not act as a panel member for that appeal.
- 14.8 The panel shall allow the appeal if (but only if) it is satisfied that the appellant has been significantly adversely affected by a decision, action or omission which contravened the Articles or regulations of the Company, the rules of the Association or the rules of the respondent, or (in a disciplinary case) that the procedure adopted contravened natural justice.
- 14.9 If the appeal is upheld the respondent shall try, as far as possible, to restore the situation as if the decision, action or omission appealed against had never been taken; the panel shall have the power to direct how the respondent shall achieve this.

15 MATTERS NOT COVERED BY THE CONSTITUTION

- 15.1 Any question or matter arising which is not provided for in this Constitution shall be dealt with by the [managing committee].

16 ALTERATION OF THE CONSTITUTION

- 16.1 This Constitution may be altered only by decision of an AGM or of an EGM convened for the purpose and the amendment shall then be subject to the approval of the Board of the Company.
- 16.2 Propositions for such alteration to be considered by the next AGM shall be submitted in writing to reach the General Secretary not later than [1 March].
- 16.3 All propositions so received shall be circulated to all Local Leagues and Directly Affiliated Clubs affiliated to the Association not later than [31 March].
- 16.4 Amendments or alternative propositions dealing with the same subject matter shall be accepted for consideration by the AGM if submitted in writing and received by the General Secretary not later than [14 April].
- 16.5 Propositions for such alterations to be considered by an EGM shall be submitted to the General Secretary in writing together with the requisition for the EGM.
- 16.6 Before any resolution altering this Constitution shall be declared carried at least [two thirds] of the total votes cast must be in favour of that resolution.

The resolution adopting this Constitution was carried by the requisite majority at the Annual General Meeting of the Association on [1 June 2025] and it came into effect on approval by Table Tennis England on [1 July 2025].