

The County Championships Committee (hereafter 'the committee') shall be an operational committee of Table Tennis England ('TTE'), responsible to the Head of Competitions & Events

Purpose

The purpose of the committee shall be:

- To administrate County Championship competition
- To hold an annual County Championships conference

Please refer to Table Tennis England regulations <https://tabletennisengland.co.uk/compete/rules-regs/laws/>

Composition

The Chair of the committee shall be an appointed role.

The Members of the committee shall include: the Chair, an Administrator (who shall also act as Secretary), Asst Administrators for Juniors/ Cadets/ Seniors/ Veterans/ O60s sections (up to 5 individuals), Premier Weekend Organisers for Juniors/ Cadets/ Seniors/ Veterans/ O60s sections (up to 5 individuals), Referee, Deputy Referee, Publicity Officer, and the Head of Competitions & Events (or their designate). Committee members may fulfil more than one role, but will retain one vote.

All members of the committee whose appointed role is not representative in nature shall fulfil their position in furtherance of the general objectives of the committee.

All members of the committee shall be current Table Tennis England members. A member of the committee whose Table Tennis England membership has lapsed shall no longer be a member of the committee.

All members of the committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Appointments

The Chair shall be appointed by the Head of Competition & Events for a tenure of 2 years.

The Administrator, Ass't Administrators, Referee and Dpty Referee shall be appointed by the Conference, upon the recommendation of the Committee, and with the approval of the Head of Competitions & Events, for a tenure of 2 years. Any vacancies arising in the interim shall be appointed by the Chair with the approval of the Head of Competitions & Events, for a tenure of up to 2 years (eg until the Conference after next). Other roles shall be appointed by the Chair, for a tenure of 2 years.

All members including the Chair may serve for a maximum of tenure of 4 consecutive terms, unless exceptionally agreed by TTE Governance & Risk Committee. All members including the Chair will be eligible for reappointment after a 2 year break.

All roles, including the Chair, shall be promoted via open advertisement on the Table Tennis England website.

Table Tennis England may take positive action in the form of proportionate measures to encourage or train people from under-represented groups to apply for volunteer roles, overcome a perceived disadvantage or meet specific needs based on a protected characteristic

A register shall be maintained by Table Tennis England detailing committee members, tenure, appointment process and other relevant information.

Co-opted members and additional positions may be permitted with the agreement of both the Chair and the Head of Competitions & Events.

Meetings

The committee shall meet at least once per season, and additionally as required, either physically or virtually. Day-to-day Committee business will be carried out via email.

The quorum of the meeting shall be 50%+1, but must include the Chair and the Head of Competitions & Events (or their designate)

Minutes of each meeting shall be produced and maintained.

Committee members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed committee business, in line with the Table Tennis England volunteer expenses policy.

Responsibilities

1. To administrate in liaison with County Associations the County Championship events for male and female players at Junior/ Cadet/ Senior/ Veteran/ O60 levels, inc processes for:
 - a) Communication with County Associations
 - b) Team Entry and Finance
 - c) Formation of Divisions
 - d) Dates and Fixtures
 - e) Registration, Eligibility and Ranking of players
 - f) Venues, Organisers, Match Referees and Umpires
 - g) Match Procedure and Order Of Play
 - h) Pooled Expenses procedures
 - i) Protests, Fines & Penalties, Claims and Appeals
2. To ensure all divisional populations, fixtures and results are maintained in a timely fashion on the TT Leagues platform

3. To ensure results are available in TT Leagues for rankings processing by the appropriate deadline
4. To liaise with TAP (Tournament Approval Panel), attending such meetings as are required, to agree fixture dates and agree/ notify any changes to established dates [an amendment to regulation 10.3.2 will specify the Administrator notifies TAP upon agreeing a change]
5. Arrange and publicise an Annual Conference for County Association delegates:
 - a) To receive reports and updates on competitions
 - b) To consider proposals to alter regulations
 - c) To consider appointments to the Committee
6. To keep under review TTE Regulations Part K: COUNTY CHAMPIONSHIPS, and to refer using Appendix A any proposals for alterations which may become necessary
7. To keep under review these Terms of Reference, and to refer using Appendix A any proposals for alterations which may become necessary

Reporting

The committee shall report to the Head of Competitions & Events, who shall be responsible for relaying items of note within the Table Tennis England governance and staff structures, and/ or progressing process and policy considerations as required. Items of a strategic nature will be passed by the Head of Competitions & Events to the Competitions Advisory Committee.

Minutes of Committee meetings and Conference should be made available to the TTE Head of Competition & Events and the TTE Competition and Events Manager.

Appeal Procedure

Notwithstanding the *Right of Appeal* and the *Customer Care & Complaints Policy* - in the event that a member has an unresolved query or issue regarding a decision of the Committee, then recourse in the first instance shall be to the Head of Competition & Events.

These Terms of Reference will be reviewed biennially.

Appendix A: Amendment to Articles or Regulations

Originating from Head of Department



