

The Tournament Approval Panel ('TAP', 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 sanction external events, upon application, in line with TTE regulations
- To coordinate and publish the TTE competition calendar against a set of established event priorities
- To assess external events delivery against TTE regulations and requirements

Please also 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 be a Secretary, one staff member representing the TTE Competition & Events department, one representative from the Technical Officials Committee (TOC), plus up to 5 volunteer general members.

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.

Members shall be appointed by the Chair with the approval of the Head of Competitions & Events, 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.

Including the Chair, no less than 50% of members at any time shall be identified 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 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.

Additionally, the Committee shall coordinate a meeting to take place once per year, where it will invite representatives from all areas of Table Tennis England that run competitions and events, together with representatives from other organisations that typically have their events included in the calendar. This will typically include (but is not restricted to): national events, Performance, British League, County Championships, National Cadet & Junior Leagues, English Leagues Cup Competition, English Schools, VETTS and BUCS, and also representatives from the table tennis equipment suppliers used at those events. The object of this meeting is to present the draft Calendar for the season after next and resolve any issues prior to being published.

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 consider, grant or refuse, all applications to run Open or Invitational Tournaments involving players from more than one County Association, but excluding any run by Table Tennis England
2. To determine the status of such tournaments
3. To approve dates for such tournaments
4. To approve entry forms for such tournaments
5. To act as conduit for communicating items of note to organisers of such tournaments
6. To compile a Calendar containing the dates of Table Tennis England competitions & events, in conjunction with the Competition & Events Department, to include other events that are run by

organisations in which Table Tennis England members are permitted and likely to enter in such numbers as to affect events on the Calendar. Each Calendar shall be prepared at least two years in advance

7. To publish the Calendar for the current season on the Table Tennis England website as many times as is necessary to ensure up to date information is available to all
8. To perform random checks on authorised tournaments to ensure they comply with Tournament Regulations
9. To maintain rolling feedback on authorised tournaments, in order that an informed decision can be made as to whether they are approved or denied future sanctioning requests
10. To collate and report information in respect of the player sanction scheme. i.e. yellow/ red cards
11. To liaise with the Membership Team at Table Tennis England who are responsible for issuing letters to any players that are suspended
12. To liaise with the Technical Officials Committee and have in membership a representative appointed by that Committee
13. To keep under review TTE Regulations Part A: REGULATED COMPETITIONS and Regulations Part B: TOURNAMENTS, and to refer using Appendix A any proposals for alterations which may become necessary
14. To keep under review these Terms of Reference, and to refer using Appendix A any proposals for alterations which may become necessary
15. To keep under review the 'Priority List' which governs the priority assigned to each type of event, and make any recommendations for change to the Head of Competition & Events
16. To keep under review the list of 'Calendar Considerations' which outlines practical scheduling considerations and potential clashes for different types of event, and make any recommendations for change to the Head of Competition & Events
17. To keep under review the 'OT' suite of forms, used for applications to run an Open/ Invitational tournament plus reporting and remittance, and make any recommendations for change to the Head of Competition & Events

### **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 should also be made available to the Chair of the Technical Officials Committee, 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.



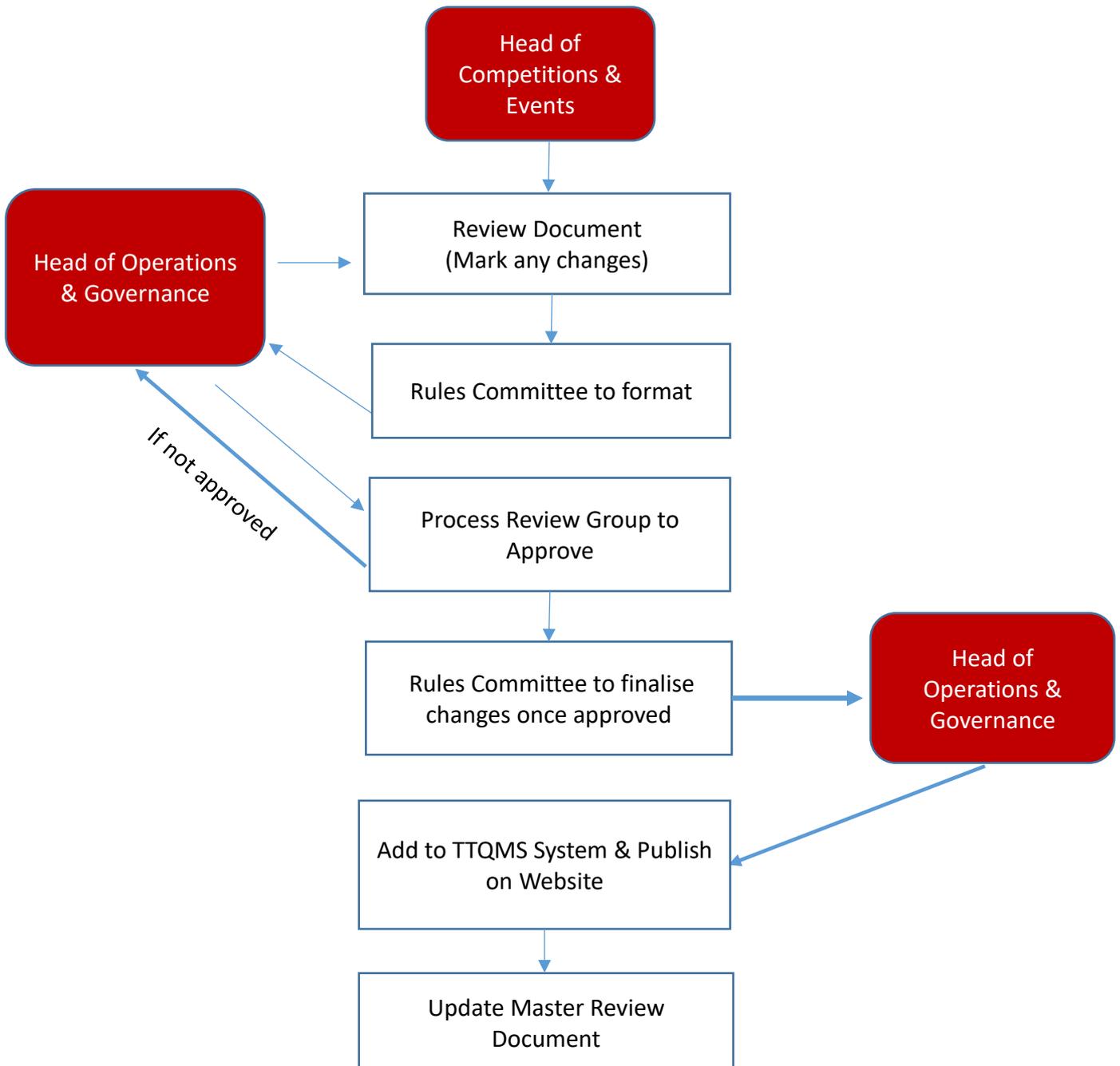
**TERMS OF REFERENCE**  
**Tournament Approval Panel**  
**Issue 4**

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These Terms of Reference will be reviewed biennially.

**Appendix A: Amendment to Articles or Regulations**

**Originating from Head of Department**



**Originating from Committee**

