



TABLE TENNIS ENGLAND VOLUNTEER RECRUITMENT PACK

Two roles for the English Leagues Cup Competitions Committee:

- **Chair**
- **Administrator (Senior Events)**



tabletennisengland.co.uk

AUGUST 2026

ROLE DESCRIPTION AND PERSON SPECIFICATION

Status:	Volunteers	
Department:	Competitions & Events – ELCC Committee	
Role:	1. Chair	2. Administrator
Responsible to:	Head of Competition & Events	Chair of Committee

ROLE SUMMARY

The English Leagues Cup Competitions Committee is an operational committee that supports administration for the ELCC, comprising four competitions – a Junior Cup (Carter Cup for Boy's Open and Bromfield Trophy for Girls) and a Senior Cup (Wilmott Cup for Men's Open and JM Rose Bowl for Women), each with zonal qualifying rounds followed by a Finals event.

We are seeking a Chair of the Committee, and an Administrator for the Senior events.

The Chair will lead the activity of the Committee, ensure effective communications to members, act as main point of contact with Table Tennis England staff, and assign tasks and responsibilities in furtherance of the general objectives of the committee to the other committee members. The Chair will also lead the Administrators and technical officials for the Senior events and the Junior events. The Chair ultimately has responsibility for delivery of the areas detailed in the Committee Terms of Reference.

The Administrator will ensure appropriate requirements to support delivery of the Zonal rounds and Finals, including processes for:

- Communication with Leagues
- Team Entries and Finances
- Zone formation, Venues and Organisers
- Player Registration and Eligibility
- Ensuring fixtures and results are maintained and publicly available
- Ensuring results are submitted for rankings processing by the appropriate deadline

Entries, player registrations, finances and results etc will be supported using standard TTE processes, and the key tasks typically run November (entry forms) through February/ March (deadlines), April/ May (practical arrangements for zones), June (draw for finals) to July (finals event).

The Committee will normally meet once per season at the Finals Weekend, and if needed, additional meetings will be held virtually. Committee business is ongoing through each year, and will be carried out via email.

Committee members will have a tenure of 2 years per term. 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.

Committee members do not hold staff management responsibility or delegated financial authority.

For further information on ELCC please visit the [Table Tennis England website](#) including the Committee Terms of Reference.

KEY SKILLS AND EXPERIENCE

EXPERIENCE

Chair

- Previously chaired a committee, or fulfilled a similar leadership role

For Both Roles

- First-hand and contemporary experience of ELCC competition
- A detailed knowledge of table tennis competition
- A knowledge of the Table Tennis England competition structure and calendar
- A knowledge of the Table Tennis England structure, calendar, and regulations and their application

SKILLS

- The ability to work within a team
- Impartial and consistent
- Organised, detailed and IT-literate
- Good communication and interpersonal skills
- A passion for sport and the benefits it brings

Candidates must be available for the Finals weekend on 10-11 July 2027

Committee members must be a current member of Table Tennis England.

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

To discuss the roles and the commitment in the first instance, please contact Neil Rogers, Head of Competitions & Events neil.rogers@tabletennisengland.co.uk

To express an interest the role, please submit a CV and covering letter detailing the following information:

- your relevant skills and experience
- your motivations
- an understanding of your capacity to fulfil the ongoing commitments of the role
- any relevant conflicting interests (eg recent or current positions of responsibility within table tennis clubs/ leagues/ counties/ areas, TTE suppliers, sponsors or partners etc)

Details should be submitted to Neil Rogers, Head of Competitions & Events neil.rogers@tabletennisengland.co.uk by Monday 31 August.

ABOUT US

CULTURE & VALUES



WHO WE ARE

We are the National Governing Body for table tennis in England with a team of 40+ staff; we are also appointed by Great Britain Table Tennis to lead the operational delivery of the GB Performance Programme which is solely focused on preparing athletes to represent Great Britain at the Olympic Games.

ABOUT US

In line with our Level the Table strategy, Table Tennis England is committed to becoming a more diverse and inclusive organisation to bring new and different perspectives to our work. So that we can more closely reflect UK society, we particularly encourage applications from individuals within groups which are currently underrepresented, namely candidates who identify with different gender attributes, from an ethnically diverse background and/or individuals with a disability or long-term health condition, and/or those at any stage of their career.



Should you require assistance with the application process, please contact HR and we will make every effort to meet your specific requirements. Table Tennis England operates under the Disability Confident Scheme.

OUR PURPOSE

To host generations of players at our table.

OUR VISION

To be a table tennis nation, competition for all.

OUR STRATEGY

[Table Tennis United](#) is the blueprint for table tennis in England and sets out our bold ambitions through four pledges:

1. Table tennis will be a thriving community - a sport for everyone with no barriers to taking part

- a. Working in partnership
- b. Growing a grass roots workforce
- c. Participation with a purpose
- d. Competition for all

2. Culture change across the pathway that inspires world class performances and medal success

- a. World class pathway
- b. World class behaviours
- c. World class environments

3. Connection across the table tennis community

- a. Building our digital capability
- b. Staging fantastic events
- c. Developing our partners

4. A high performing organisation that is not just fit for today but is fit for the future

- a. A powerful culture
- b. Tackling inequalities
- c. Investing in people
- d. Influencing our partners
- e. Inspiring change
- f. Growing our owned income

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Head Office:
Table Tennis England
Bradwell Road
Loughton Lodge
Milton Keynes
MK8 9LA

Tel: 01908 208860

Email: help@tabletennisengland.co.uk

