



Byelaws of

The Table Tennis Association of Wales Ltd (Trading as Table Tennis Wales, TTW)

Company Limited by Guarantee Registered No: 04779322

These Byelaws have been agreed by the Directors as part of the regulations to ensure proper conduct and management of the Company; they deal with matters of internal regulation are binding on all persons within the organisation. The Byelaws should be read in conjunction with the Company's Articles of Association which shall take precedence in all matters where an inconsistency might arise.

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1 Definitions

"Annual General Meeting" has the meaning given in Article ...;

"Board" means the Board of Directors for the time being of the Company;

"Bye Laws" means these bye laws made by the Directors to deal with particular circumstances not covered by the Articles of the Company;

"Director" means a Director of the Company, and includes any person occupying the position of Director, by whatever name called;

"Chair" has the meaning given in Article ...and is the person elected by the Members to hold the position of Chair of the Board

"Company" means The Table Tennis Association of Wales Ltd, Company Registration Number 04779322;

"document" includes, unless otherwise specified, any document sent or supplied in electronic form;

"Electronic form" has the meaning given in section 1168 of the Companies Act 2006;

"General Meeting" is a meeting of the Voting Members of the Company;

"Member" has the meaning given in the as amended from time to time, that sets out membership rights including voting rights; every Member with voting rights shall have one vote at meetings of the Company;

"National Membership Platform" means the platform recognised by the Company to record all categories of membership; also referred to as the Membership Platform;

"Proxy notice" has the meaning given in Article ...;

"Regular season" means the period commencing from the 1st September to 31st August the following year;

"rules" means the rules of the Company in force at any time.

"Voting Member" means the individual representing either a Competitive Club, an Affiliated League or an Affiliated County authorised to attend and vote at meetings of the Company. For the avoidance of doubt a Voting Member may only represent one body at any time.

"writing" means the representation or reproduction of words, symbols, or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

2 Membership Overview

Every application for membership shall be made in writing in such form and signed by such persons as the Directors shall from time to time prescribe or approve. TTW offers different types of membership with different rights and privileges as agreed from time to time.

The numbers of members in each category are unlimited, the different rights and privileges associated with a membership category are not transferable.

TTW recognises and uses a National Membership Platform called 'sport 80' to record details of all members and the category of their membership. All members, regardless of membership category and single competition licence holders must agree to the terms and conditions of membership as outlined on the Membership Platform terms and conditions may be varied annually after giving due notice of any change.

TTW shall issue each member with a Digital TTW Membership Card which provides their membership number, membership will show as 'Current' on the Membership Platform.

The regular season shall run from September 1st to August 31st of the following year; the Membership Platform will accept renewals of current membership from 1st August annually.

An individual may revoke their purchased membership at any time, following such notification the Membership Platform will be updated.

All affiliated individual members, regardless of social or competitive membership, clubs, leagues, and other organisations shall:

- conduct themselves in accordance with the rules, expectations and accepted standards within the sport of Table Tennis and in accordance with any rules, regulations or requirements set by any club or league.
- any breach of these requirements, or any behaviour or circumstances that may discredit the sport or TTW, may result in disciplinary action being taken against the individual, club, league, or organisation involved.

2.1 Categories of Individual Membership

A person born or residing within Wales may apply for any of the following categories of membership:

2.2 Social Membership

A person wishing **only** to play recreationally in an affiliated club and does not play in any TTW Affiliated Leagues or Competitions shall take out a Social Membership by 1st September of the regular season or immediately on joining an affiliated club. Social Membership may be obtained directly via the Membership Platform.

The cost of the Social Membership shall be decided by the board. Details can be found here [Membership](#)

A Social Member may apply to upgrade to a Competitive Member at any time during a regular season. To upgrade your membership to a competitive membership it will cost £20.00.

2.3 Competitive Membership

A person wishing to compete in any TTW Affiliated League, TTW organised or approved event as (specified by the Board) must take out a Competitive Membership by 1st September in any regular season or before the commencement of their first approved event. The responsibility of holding a valid Competitive Membership, during the regular season shall rest with the individual player.

Competitive Membership may be obtained directly via the Membership Platform.

The cost of the Competitive Membership shall be decided by the board. Details can be found here [Membership](#)

2.4 Family Competitive Membership

A direct family member, living at the same address, of a person holding a valid competitive membership (as above), may apply for Family Competitive Membership.

The cost of the Family Competitive Membership shall be decided by the board. Details can be found here [Membership](#)

2.5 Single Competition Licence (*N.B. this not a TTW category of membership*)

An individual may be accepted for a Single Competition Licence by applying directly to TTW when entering a Welsh Ranking Competition, (excluding TTW and National Championships) if a valid Competitive Membership is not currently held.

This Single Competitive Licence approach can only be used once per season for one event, the Membership Platform will identify the individual as holding the licence and the event to which it relates.

The cost of a Single Competitive Licence shall be decided by the board. Details can be found here [Membership](#)

2.6 International Federation Membership

A player wishing to compete in any TTW Affiliated League, TTW Organised or Approved Event, who holds a valid membership through an ITTF Affiliated Body shall be eligible to apply for an International Federation Membership by 1st September in any regular season or before the commencement of their first approved event.

International Federation Membership must show as 'Current' on the Membership Platform prior to competing. The responsibility for holding a valid International Federation Membership shall rest with the individual player.

The cost of the International Federation Membership shall be decided by the board. Details can be found here [Membership](#)

3 Age Qualifications

The qualifying date for age categories is 31st December annually. The various defined age groups are:

- 'Cadet' means an individual under 15 years of age on the qualifying date:

- 'Junior' means an individual under 19 years of age on the qualifying date:
- 'Veteran' means an individual 40 years of age or over on the qualifying date:

4 Categories of Group/Organisation Membership

Any group or organisation operating in Wales may apply for membership based on their category as listed below, renewal of affiliation will be the responsibility of the group or organisation. Details for the main contact(s), plus any other required information, for each category of membership must be entered into the Membership Platform at the time of affiliation. The details should be updated as soon as possible following any changes.

4.1 Competitive Club Affiliation

A club in Wales wishing to compete in any TTW Affiliated League, TTW organised events or Team Championships must take out a Competitive Club Affiliation via the TTW Membership Platform by 1st September of the regular season or immediately on creating a new club.

To be eligible for membership the club **must** have a Safeguarding Children Policy, a Safeguarding Adults Policy, and a **named** qualified Safeguarding Officer.

The fees set for Competitive Club Affiliation shall be at the discretion of the board. Fees can be found here [Membership](#)

Clubs are responsible for ensuring all its members are recorded on the TTW Membership Platform and hold the appropriate individual membership.

A Competitive Club may have social members as long as those persons do not take part in any competitions.

4.2 Single League Team Affiliation

A single team within Wales wishing to compete in any Affiliated League can take out a Single League Team Affiliation via the TTW Membership Platform by 1st September of the regular season or before the commencement of the affiliated league season.

To be eligible the team must be a single team competing in an affiliated league and must abide by the leagues safeguarding policies.

The fees set for League Team Affiliation shall be at the discretion of the board. Fees can be found here [Membership](#)

Single League Teams will be responsible for ensuring all its members are recorded on the TTW Membership Platform and hold the appropriate individual membership.

If a team has more than one representative team competing in a local league, then a Competitive Club Affiliation must be obtained.

4.3 School Club Affiliation

A School Club in Wales may be accepted into membership by directly obtaining a School Club Affiliation via the TTW Membership Platform by 1st September of the regular season or immediately on creating a new school club.

To be eligible the school club **must** have a Safeguarding Children Policy, a Safeguarding Adults Policy, and a **named** qualified Safeguarding Officer.

School Club affiliation allows pupils to play recreationally not in TTW Affiliated Leagues or Competitions the exception being the Welsh Primary School Championships.

The fee set for School Club Affiliation shall be zero. Details can be found here [Membership](#)

4.4 Social Club Affiliation

A club in Wales set up for social activity only, may be accepted into membership by directly obtaining a Social Club Affiliation via the TTW Membership Platform by 1st September of the regular season or immediately on creating a new social club.

To be eligible the club **must** have a Safeguarding Children Policy, a Safeguarding Adults Policy, and a **named** qualified Safeguarding Officer.

The fees set for Social Club Affiliation shall be at the discretion of the board. Fees can be found here [Membership](#)

Should an existing Social Club wish compete in competitions it must amend its membership category to become a competitive club as well as its individual members who wish to play.

4.5 League Affiliation

Any competitive league organised in Wales must take out a League Affiliation via the TTW Membership Platform by 1st September of the regular season or immediately on creating a new league.

Each Affiliated League must submit via the Membership Platform a list of names and contact details of its committee members and the names of the Competitive Clubs taking part in the league.

Each league **must** have a **named** qualified Safeguarding Officer.

Each Affiliated League must ensure only current **competitive TTW affiliated clubs and members** take part in the league. Annual renewal of League Affiliation is the responsibility of the league.

The fees set for League Affiliation shall be at the discretion of the board. Fees can be found here [Membership](#)

4.6 County Association

County Associations may be set up, altered, or abolished only following a resolution of the Board.

A County is the name used by TTW to identify a particular area in Wales, the current County Associations are (North Wales Counties, Glamorgan County, Gwent County)

Where a County Association is in existence, every local affiliated League should affiliate to it. A League can affiliate to only one County Association and shall not be required to transfer to a different one unless the Board undertakes a revision of the county boundaries.

Every club within the boundary of a County Association should affiliate to it and a club can only affiliate to one County Association.

New County Associations may be formed, from time to time, by the Board if new leagues are set up in an area of Wales that was not currently included within the boundary of existing County Associations.

Full details can be found here [Membership](#)

5 Voting

The subscribers to the Memorandum of Association of the Company as at the date of incorporation, and such other persons as are admitted to membership by the Company in accordance with these Articles and any applicable Rules and Byelaws shall be the Voting Members.

No person shall become a Voting Member unless: -

- That person has completed an application for membership in such form as required by the Board of Directors.
- The Board of Directors are satisfied that such a person is a duly appointed representative of a relevant Affiliated Organisation and has paid the appropriate membership, subscription or admission fee determined by the Directors from time to time.
- The Directors shall admit as Voting Members nominations from eligible Affiliated Organisations as outlined by the Company Rules and Byelaws.
- The Board may from time to time fix the levels of admission fees and annual subscriptions to be paid by the different categories of membership.

5.1 Voting Members - Affiliated Competitive Club

Every affiliated Competitive Club shall be entitled to send one representative to meetings of the Company, the person so selected shall be referred to as the Voting Member of the affiliated Competitive Club.

An Affiliated Competitive Club will require a minimum of five registered competitive Table Tennis members to allow affiliation as a Competitive Club.

The Company requires notification of the name, address, telephone number and email address of the Voting Member to enable details relating to Company meetings to be sent, usually via email. The Competitive Club may change the Voting Member by giving notice to the Company signed by at least two officers of the Club.

The Voting Member shall have one vote at meetings of the Company.

5.2 Voting Members - Affiliated League

Every affiliated league shall be entitled to send one representative, to meetings of the Company, the person so selected shall be referred to as the Voting Member of the affiliated league.

The Company requires notification of the name, address, telephone number and email address of the Voting Member to enable details relating to Company meetings to be sent, usually via email. The League may change the Voting Member by giving notice to the Company signed by at least two officers of the League.

The Voting Member shall have one vote at meetings of the Company.

5.3 Voting Members - Affiliated County

Every affiliated County shall be entitled to send one representative to meetings of the Company, the person so selected shall be referred to as the Voting Member of the affiliated County.

The Company requires notification of the name, address, telephone number and email address of the Voting Member to enable details relating to Company meetings to be sent, usually via email. The County may change the Voting Member by giving notice to the Company signed by at least two officers of the County.

The Voting Member shall have one vote at meetings of the Company.

5.4 Non - Voting Members - Social Club

Social clubs **do not** have voting rights.

6 National Representation

Refers to a member of TTW that Represents Wales.

Players shall be eligible for selection for Wales (and entry into Welsh National Closed Championships) if they hold a valid TTW Competitive Membership and if they were born in Wales or have resided in Wales for 4 years as their only or main residence (residence as a student or other temporary basis shall not count).

All players selected to represent Wales must hold Welsh Competitive Membership. The board may in its sole discretion grant dispensation to allow eligibility by parentage. It is expected that those seeking selection for Wales shall have integrated themselves into TTW playing and coaching pathways.

6.1 Selection Committee

Selection of National Teams and Squads shall be the responsibility of the National Selection Committee comprising the National Coaches and the nominated board directors.

Members of the Selection Committee shall be required to adhere to the TTW Conflict of Interest policy and procedures. For the avoidance of doubt, members of the Selection Committee cannot be involved in decisions affecting themselves or members of their immediate family.

Selection appeals shall be dealt with as set out in TTW Governance Handbook.

6.2 Recognition of foreign sanctions, suspensions, or other disciplinary action

Where a player who is subject to another jurisdiction has been disciplined by their own association any penalty imposed shall be respected by TTW.

7 Great Britain Representation

Refers to a member of TTW that represents Great Britain. Only persons who hold a current home countries membership can represent Great Britain.

GB selection policies - Table Tennis England

8 Game Advisory Panel

Game advisory panel referred to as 'GAP' provides clubs and communities a vehicle to expand the game nationally through better connection with internal and external stakeholders.

To increase participation, membership and competitions whilst promoting, equality, diversity, and inclusion

9 Competitions

9.1 Appointed Officials

The Board shall have the power to appoint and dismiss at its sole discretion the following who shall in turn have the power to appoint and dismiss such assistants as they require subject to ongoing ratification by the Board.

The National Competitions Officer shall have full responsibility for the organisation and running of such tournaments as the Board directs, tournaments shall take place within guidelines agreed by the Board.

The Umpires Officer ~~who~~ shall have full responsibility for the organisation, development, and education of umpires within ~~any~~ guidelines by the Board.

Other officials that may be needed from time to time, including but not limited to Volunteer Managers, Team Managers and any others deemed necessary may be appointed by the Board.

9.2 Tournaments

The Board shall have power to agree regulations defining categories of tournaments, whether or not ranking points may be awarded and governing the conduct and organisation of such tournaments as may be specified. Such regulations shall be issued from time to time at the discretion of the Board.

All Welsh Ranking and Dragon events must follow the TTW Competitions Procedures which provide a step-by-step process for clubs or organisations ~~must~~ to follow to enable TTW authorisation.

No Welsh Ranking or Dragon events can be held without the authorisation of the TTW Competitions Committee.

Rankings will be allocated depending on the level of competition as outlined in the Rankings Points Explained.

9.3 Welsh National Championships

The Welsh National Closed Championship may be held once every season: -

The Championship will be conducted in accordance with agreed regulations.

Eligibility: An entrant must hold a valid Competitive Membership of TTW plus be eligible to represent Wales in accordance with National Selection criteria.

10 Approved Laws of Table Tennis

10.1 Except as provided otherwise under this rule, all competitive play under the jurisdiction of TTW shall be under the Laws of Table Tennis as approved by TTW (hereinafter referred to as "the approved Laws").

10.2 Except as provided otherwise under this rule, the approved Laws shall be those determined by the International Table Tennis Federation (hereinafter referred to as "the I.T.T.F. Laws")

10.3 All those entitled to receive notice of TTW General Meetings shall be given notice of: any I.T.T.F. decision to change I.T.T.F. Laws; any consequent change in the approved Laws and the date of its coming into effect, which shall in no case be earlier than 60 days after the giving of notice any decision of a General Meeting that the approved Laws shall diverge from the I.T.T.F. Laws.

10.4 A change in I.T.T.F. Laws shall be incorporated in the approved Laws from the date on which it comes into operation for international competition, or from such later date as may be necessary to satisfy the minimum notice requirement under these byelaws unless a General Meeting shall have resolved otherwise.

10.5 Any Affiliate may propose to a General Meeting that the approved Laws shall diverge from the I.T.T.F. Laws in a way specified, or that the application of an I.T.T.F. Law change be deferred for a period specified. Proposals for consideration by an Annual General Meeting must be received by the Secretary not later than 21 days before the meeting and must be accompanied by written support from at least 20 other full paying Affiliates.

11 Regulations

11.1 The Board shall have the power to make regulations to cover Team Championship of Wales (and levy fines), international contacts, regulation dress and badges, general policies, procedures, codes, and such other matters not specifically dealt with in these byelaws as the Board shall think fit (see TTW Handbooks all of which shall be binding on Affiliates & Members)

11.2 A regulation shall come into force with effect from such day as the body making it shall specify but not earlier than the day following the meeting at which it was first made or approved.

11.3 The maximum fines which the Board may levy for breaches of regulations relating to the Team Championship of Wales or in relation to any other matters shall be set and be subject to review by the Board of Directors.

12 General and Disciplinary

- 12.1 A Competitive Member may not play Table Tennis, whether in competition or exhibition, with or against any player or body not affiliated to TTW or other National Association affiliated to the International Table Tennis Federation nor under any auspices not in good standing with TTW without the permission of the Secretary.
- 12.2 No Competitive Member or Affiliated Organisation shall play Table Tennis with or against or take part in any Table Tennis function in conjunction with any suspended organisation or Affiliate.
- 12.3 No Affiliated Club shall play Table Tennis in any competition or function outside Wales in preference to any competition or function being organised by TTW without the permission of the Secretary.
- 12.4 No Competitive Member may permit a cinematographic record of himself or herself to be taken in connection with Table Tennis for public exhibition unless permission has first been obtained from the Secretary. Affiliates are deemed to agree to their photographs being shown on TTW websites or newsletters but may request that they be removed if they so prefer.
- 12.5 No Competitive Member, Affiliated Body or official may take part in a televised event in connection with Table Tennis unless permission has first been obtained from the Secretary or the event is one authorised by the Association.
- 12.6 At any meeting of TTW the Board or any committee, any person present having a financial interest in a subject under discussion shall forthwith declare their interest and withdraw from the meeting. They shall not return during that discussion unless unanimously invited by the remaining members or directors present nor shall they vote.
- 12.7 Betting in any shape or form on players or matches is strictly prohibited.
- 12.8 A player entering any Tournament agrees to undertake to observe the regulations of the tournament, to abide by the decisions of the Referee and to fulfil the schedule of play arranged for them unless prevented by circumstances beyond their control and accepted as such by the Referee and shall comply with that undertaking.
- 12.9 Only a brand and grade of ball licensed by the Board may be used in play within, between or organised by any organisations which are affiliated or in Good Standing. For the purposes of the above a ball in respect of which a license is in force on June 1st shall be deemed to remain licensed until May 31st following.
- 12.10 Any player having accepted selection by TTW to attend any international

match or other event shall, unless he has good and sufficient cause not to attend the same and comply with the arrangements of the Board.

- 12.11 An individual member or affiliate of TTW who accepts an invitation made on behalf of TTW to be a member of a team or squad or to participate in organised training, coaching or trials shall be deemed to have accepted the duty of obedience to such officials as TTW may appoint.
- 12.12 An individual member or affiliate of TTW shall not do nor cause to be done anything deliberately harmful to TTW nor likely to bring TTW nor the game of Table Tennis into disrepute.
- 12.13 An individual member or affiliate of TTW shall not without good and sufficient cause absent himself from the hearing of any allegation or appeal after having been requested with reasonable notice to attend; or in connection with such an allegation or appeal refuse to answer any question if directed to answer by the chairman of the adjudicating body.
- 12.14 If individual member or affiliate of TTW who has given an undertaking breaks such undertaking within a period of two years after giving it, such breach shall be deemed a breach of byelaw and upon such breach the offender shall additionally be liable to an alternative penalty in respect of the original breach.
- 12.15 All Individual members, affiliated clubs, leagues and other bodies, and all coaches, shall be subject to all the Associations policies and procedures from time to time in force and codes of conduct including without limitation in regard to the protection of children and adults at risk.
- 12.16 All affiliated clubs, leagues and other bodies shall accept and enforce whatever sanctions are imposed on those guilty of misconduct.
- 12.17 Matches controlled by qualified officials shall be subject to the following point penalty system for dealing with misbehavior. A player who is formally warned or penalised by a qualified umpire or referee by yellow card for misbehavior will incur 1 penalty point on each occasion (a disqualification will incur 2 penalty points). Such point(s) shall be recorded by the TTW Head of Umpires. If the player receives 4 penalty points in any 12-month period, then he/she will normally be warned that on receiving a further penalty point he/she will be suspended automatically from any form of competitive table tennis for 30 days from the date of incurring the 5th point and will be duly suspended from that date. An inadvertent failure to provide the advance warning however will not prevent suspension. If the player incurs 3 further penalty points in any 12-month period directly following any suspension, then a further 30-day suspension will immediately apply. Should a player receive 2 suspensions in two consecutive 12-month periods or in the case of playing whilst under suspension then he/she will be

regarded as bringing the sport into disrepute and the matter will be referred to a TTW disciplinary committee which shall have power to deal with the matter as it sees fit. Disciplinary procedures are set out in the TTW Governance Handbook.

13 Legal Proceedings

The rules of TTW are deemed to be sufficient to enable TTW as the governing body of the game of Table Tennis in Wales, to deal with all cases of dispute. After the full procedure laid down by these rules and any regulations made thereunder have been followed to their exhaustion, the only further recourse shall be to formal independent Arbitration as defined under and in accordance with the Arbitration Act 1996.

14 Publication of Reports of Proceedings

TTW shall be entitled to publish in the public press, or in any other manner it shall think fit, reports of its proceedings, acts and resolutions, whether the same shall or shall not reflect upon the character of any league, club, or Affiliate, and every such league, club or Affiliate shall be deemed to have assented to such publication.

15 Matters Not Covered in Bye Laws

In the event of any question or matter arising which is not provided for in these byelaws or relating to interpretation or any conflict or error herein such question or matter shall be dealt with by the Board whose decision shall be final.

In the event of any inconsistency between these byelaws and the Memorandum & Articles of association of TTW then the Memorandum & Articles shall apply.

16 Equal Opportunities

The TTW is an equal opportunity organisation and in all its affairs and appointments shall not discriminate as to age, disability, gender, race, religion or belief, sex, sexual orientation or otherwise. Its Equality Policy is set out in the TTW Governance Handbook.

17 Register of Pecuniary Interests /Conflicts of Interest

For the record and for openness and scrutiny a Register of Pecuniary Interest shall be maintained, and all such interests shall be dealt with in accordance with the provisions contained in the TTW Governance Handbook.