

**Sunshine Coast
Table Tennis Club Inc.**

ABN 87 969 306



BY-LAWS & REGULATIONS

SCTTC – The Club

Address:

Maroochydore State High School
160 Maroochydore Rd, MAROOCHYDORE, QLD, 4558

Website:

www.sunshinecoasttabletennis.club

Email:

SCTTClub@gmail.com

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General

1.1 Introduction

These By-Laws are for the internal management of the Sunshine Coast Table Tennis Club Inc., as provided for in the SCTTC Constitution, here-after known as the SCTTC Rules and are subject to the overriding Rules (Constitution) under which the SCTTC is incorporated.

1.2 Colours

The colours of The Club shall be predominantly Aqua Blue with a White Trim. Other colours may be used in smaller promotions on shirts, emblems etc.

1.3 Logo

The logo of The Club shall be determined by the Management Committee and ratified by the Annual General Meeting in the year that the logo is determined or changed.

1.4 Composition

As determined in the Rules (Constitution) the SCTTC shall consist of:

- Ordinary members which may consist of individual members and
- Life members

1.5 Management Committee of The Club

There shall be a Management Committee, as provided for in the SCTTC Constitution. Refer to the SCTTC Constitution for details of their composition, roles and responsibilities.

1.6 Sub-Committees of The Club

The Management Committee may select any number of sub-committees to undertake specific tasks on behalf of the SCTTC in accordance with the SCTTC Constitution. These sub-committees may include, but are not limited to, the following:

- **Tournament Committee** whose responsibility is to arrange, regulate and control all fixtures events, tournaments, championships and to monitor grading of players and teams and other events of whatever nature, over which other bodies do not have sole jurisdiction. It is also responsible to arbitrate in disputes arising from any of the above events, to convene and hear complaints about player conduct and levy appropriate penalties. Any penalty that merits a suspension is to be referred to the Management Committee of the SCTTC. The composition of this sub-committee will be at least 3 members of the Management Committee with powers to co-opt other as required.
- **Selection Committee** shall be responsible for the selection of players/teams to represent the SCTTC in tournaments and championships and to nominate eligible players for selection on the State Team. Selectors shall comprise 3 members of the Management Committee and their final decisions shall be final.
- **Promotions Committee** which is responsible for the promotion of the game of Table Tennis through contact with the media and other organisations which can foster the development of the sport. It also has the responsibility of fund

raising for the Club. The promotions committee can also arrange social events for players and their families in order to develop greater harmony within The Club. The composition of this committee shall be the Promotions Officer and 2 members of the Management Committee with powers to co-opt.

- The sub-committee also has the responsibility of arranging the annual Christmas Party and Prize Presentations for The Club, in conjunction with the Finance and Planning Committee.
- **Finance and Planning Committee** which is responsible for the overall financial control of The Club including the levying of appropriate fees after determination by the members at a general meeting. This committee has the responsibility for the preparation (after consultation with other sub-committees) of the budget for the SCTTC and its presentation to the Management Committee. The composition of this sub-committee shall be the Treasurer of The Club and at least 2 other members of the Management Committee with powers to co-opt.
- **Coaching Committee** whose responsibility it shall be to provide coaching to any person, whether members of The Club or not, for the improvement of their skills. The Coaching Committee may determine, with the ratification of the Management Committee, fees for coaching and recommend payment to coaches. A minimum of 2 members of the Management Committee shall be on the sub-committee and 1 of these to be appointed Director of Coaching, This sub-committee will also have the power to co-opt other members as required.
- **Junior Committee** representing those junior players of The Club under 18 years of age. A minimum of one member of the Management Committee shall be on this sub-committee with powers to co-opt. Parents and friends of junior players can be co-opted to this sub-committee.
- **Maintenance Committee** which shall be responsible for the general maintenance of property and equipment belonging to The Club. This sub-committee shall consist of at least 2 members of the Management Committee with powers to co-opt. Any major maintenance requirements are to be referred by this sub-committee to the Management Committee.

1.7 Length of Management Committee Meetings

The length of Management Committee meetings will be no longer than 2.5 hours with the option to extend the meeting for a further 0.5 hours, only to complete discussion, on agreement of a majority vote. Management Committee meetings will be held at times as deemed necessary by the Executive of the Management Committee, but no less than once every 3 calendar months.

1.8 Delegate to the body controlling Table Tennis

The Management Committee may appoint annually a delegate to represent The Club at the annual general meeting of the said body. The delegate shall be responsible to vote on behalf of The Club on any matters raised at the meeting.

1.9 Office Bearers

As well as those positions stipulated in the Constitution, the Management Committee may appoint a person(s) or a Committee Member(s) to fill other positions including, but not limited to:

- Patron
- Assistant Secretary
- Assistant Treasurer
- Publicity officer
- Social media officer
- Club Referee

The duties of these positions are to be determined at the time of appointment of these officers and shall include working under the instruction of, and in close liaison with the Management Committee.

Duty Officer(s)

The Duty Officer(s) shall be appointed, from time to time, by the Management Committee. He/she need not be a member of the Management Committee, but must be a financial member of The Club. The Officer shall be responsible for the smooth and efficient running of fixtures, social playing sessions and training/coaching sessions.

Their duties shall include:

- a. Opening the premises.
- b. Ensuring equipment is set up and playing areas are ready and safe for use on time.
- c. Collection of fees, distribution/collation of scoresheets.
- d. Making announcements when required.
- e. Monitoring and ensuring that activities are running smoothly.
- f. Monitoring and ensuring the appropriate dress and behaviour of members.
- g. Reporting immediately any serious incidents or accidents to Executive Committee Members.
- h. Monitoring the performance of umpires and mentoring to ensure adherence to the "Laws of Table Tennis".
- i. Referring any queries pertaining to, or requiring clarification of interpretation of the "Laws of Table Tennis" to the Club Referee.
- j. Ensuring everyone abides by The Club's Code of Conduct, as stipulated in section 1.12, and immediately reporting any serious transgression to the Executive Committee.
- k. At conclusion of play, ensuring that scoresheets are collected and collated, all equipment is stored and secured, the playing areas are left clean and tidy and the facility is closed and alarms are set.
- l. Reporting promptly via Email to the Management Committee a brief summary of any issues during a session including any problems, concerns, suggestions or observations (eg. Damage to equipment or maintenance required etc.).

1.11 Team Captains

At the start of each fixture season, teams shall elect or draw by lot, a Captain for the season. The Captain shall be responsible for the smooth running of the fixture season within his/her team and that players conduct themselves in a sportspersonlike manner and uphold and promote the best traditions of the sport of Table Tennis.

The Captain's responsibilities shall include:

- a. At the start of a session of play, to collect scoresheets, pens, scorers and balls and to assemble his/her players and equipment at the allocated table(s) ready to commence play on time.

- b. To ensure the playing area is clean and clear of unnecessary items (*strictly no bags and drink containers in the playing area at any time*).
- c. To ensure that team members adhere to The Club's Code of Conduct at all times.
- d. To ensure that team members take turns umpiring matches, fairly and with impartiality and in accordance with ITTF Laws of Table Tennis.
- e. To ensure that players respect the decision of umpires and other officials.
- f. In case of dispute, the Captains of both teams shall, in the first instance, try to resolve the matter themselves promptly, calmly and in a sportspersonlike manner. Where a resolution cannot be found quickly, both Captains shall promptly report to the Duty Officer and/or Club Referee who shall make a ruling, which shall be final. Any protest/complaint shall be directed through appropriate procedures (see Protest Procedures in section 1.15).
- g. Team Captains shall call an immediate halt to play and report promptly any serious incident or accident to the Duty Officer or Executive Committee Member.
- h. Upon completion of matches the Captains shall ensure scoresheets are correctly filled in and signed by both team Captains. They shall return scoresheets, pens, scorers, and balls to the Duty Officer and have their players assist in putting away equipment before leaving the facility.
- i. To ensure he/she has a full team available for the next round of competition.

1.12 Code of Conduct

All Members/Players shall;

- a. Play within the ITTF Laws of Table Tennis.
- b. Play within the spirit of the sport, promoting fair play over winning at any cost.
- c. Display control, courtesy, consideration and respect to their opponents, officials and all involved in the sport.
- d. Respect the decision of officials, coaches and administrators of the sport.
- e. Ensure their actions and decisions contribute to a safe environment.
- f. Respect the rights and worth of every person regardless of their gender, age, ability or disability, cultural or religious background.
- g. Encourage and assist other members to improve their skills and knowledge of the sport.
- h. Wear appropriate attire for playing the sport. See ITTF Regulations.
- i. Refrain from abusive language and excessive noise which may disturb those around them.
- j. Refrain from unsportspersonlike behaviour.
- k. Adopt responsible behaviour in relation to alcohol and other drugs.
- l. Not do anything to bring the sport into disrepute.

It shall be the responsibility of all Team Captains and the Duty Officer to monitor behaviour and to take prompt action to stop, correct, or in serious cases, report breaches of the Code of Conduct to the Management Committee.

1.13 Suspensions

Players shall be liable to suspension from play for;

1. Being under the influence of alcohol or other substance, in the opinion of the Duty Officer or other SCTT Official, while on the grounds or premises of the SCTTC/Maroochydore State High School.
2. Creating a disturbance of the ground or premises of the SCTTC/Maroochydore State High School.
3. Refusing any reasonable instruction from the Duty Officer or other Official of the SCTTC.

4. Wilfully damaging any property of SCTTC/Maroochydore State High School.
5. Use of abusive or foul language.
6. Unsportspersonlike conduct, manner or attitude.
7. Misconduct whilst playing in tournaments held by other Associations, whether or not that Association lodges a formal complaint with the SCTTC.
8. Any other reason at the discretion of the SCTTC Management Committee.
9. Any suspension shall be promptly reported to the Management Committee.

1.14 Penalties

Serious instances of misconduct referred to the Management Committee shall be subject to penalties as the Management Committee sees fit and may range from eg. loss of season's points, to temporary suspension for a period of weeks, to expulsion from The Club in the most serious case, as provided for in the SCTTC Constitution.

1.15 Protest Procedures

All protests, charges or matters in relation to the running of fixtures and tournaments and any other matters shall be submitted in writing (by letter or via Email) to the Secretary of The Club containing a full statement of the matter under review and shall be lodged within 7 days of the date of the occurrence of the matters concerned.

In the first instance, the Management or Tournament Committee, as the case may be, will consider the complaint and make appropriate decisions.

The parties concerned may appeal to the Management Committee through the Secretary, as before, within 7 days of the decision conveyed to them; in such instances the Secretary will advise all parties at least 7 days prior to the date of the hearing to enable them to attend and put forward their case. Non-appearance of either party shall not prevent the hearing from proceeding. Attendance at the hearing by interested parties shall be confined to the presentation of evidence or explanations, and the chairperson, where he/she thinks it its advisable, may request withdrawal of such parties at any stage of the hearing.

The decision of the Management Committee shall be final.

1.16 Seasons

The dates and duration of seasons in a calendar year shall be determined as required, from time to time, by the Management Committee.

1.17 Affiliation

Individuals, Teams and Clubs

The Management Committee may grant affiliation to any person, team or club desirous of participation in the competition fixtures conducted by The Club. Such affiliation must be approved by the Management Committee and then admitted to The Club. All persons/organisations seeking affiliation shall forward to the Secretary such information as required on the prescribed form together with an affiliation fee as determined, from time to time, by the Management Committee or General Meeting in accordance with the SCTTC Constitution. Applications for affiliation shall be considered as soon as possible by the Management Committee and each approved application shall be valid for the succeeding fixture season only, unless an application is approved part way through a current season in which case the affiliation will apply to the current season only.

Associations

The SCTTC may grant affiliation to any other Association in Queensland. Applications must be considered by the Management Committee and to be successful must have at least a 2/3 majority in voting. The Management Committee may request specific information from those Associations seeking affiliation for consideration prior to making a decision.

1.18 Player Rankings

- The Tournament Committee or appointed person(s) shall record throughout the fixture season, the players' matches played, calculate the percentages of matches and games won and rank players accordingly.
- All players across all Divisions shall be ranked based on their results during the season.
- At the end of each fixture season any player who has played less than 50 % of singles matches will be ranked by the Tournament Committee.
- Players' percentages shall be calculated only for those matches and games played for the team to which they were selected for that season.
- Where a player has played for a team as a fill-in/substitute, the matches and games played, and percentages calculated, shall be recorded separately.
- In the event of a forfeit by the *opposing* team or player(s) of that team, the matches and games shall be recorded as a *win to nil* for the purposes of calculating percentages. Conversely, a forfeit *offered* by a team or player(s) will be recorded as a *loss to nil* for the purposes of calculating percentages.
- Any player who wishes to be considered for promotion to a higher division in the event that such an opportunity arises, will need to have played in a season a minimum of 75% of the rubbers for that season. Therefore the eligible player may retain their percentage of matches won to matches played.

1.19 Team Rankings

Teams across all Divisions shall be ranked in descending order, firstly, to Rubbers won, followed by Matches then Games won during a season.

1.20 Ties

Ties shall be broken by count-back of points, head to head results or other means as the Tournament Committee shall decide.

1.21 Grading of Players

- The Tournament Committee or appointed person(s) shall grade current players according to their performance in the previous competition season.
- Ungraded players shall not be permitted to participate in competition, whether fixtures or tournaments.
- Grading of new players may be facilities where a player has a current rating listed on the "Ratings Central" website.
- ***New ungraded players***, as soon as possible after becoming members of the SCTTC, shall be required to participate in a grading assessment. A provisional grading shall then be awarded and such graded players may participate as a substitute in the current season in a Division and team ranking appropriate to their ability.
- ***Returning players***, after an absence of 12 months or more, shall at the discretion of the Tournament Committee, also be required to participate in a grading assessment before being permitted to play as a substitute as above.
- To be selected for Club fixtures competition or Club representation at tournaments, new or returning players shall be required to participate in a

grading assessment, at a time determined by the Tournament Committee and before the commencement of the new season, by means of singles match play against 3 and not more the 5 players selected by the Tournament Committee, to best determine the player's standard. Matches shall be best of 5 games under The Club's usual fixture rules and conditions.

Player Promotions and Relegations

- Players finishing at the conclusion of a fixture season, in the top few individual rankings of a Division have the option of moving to the next higher Division for the next season, and may be required to do so by the Tournament Committee. Likewise, players finishing in the lower few individual rankings can be required to play in the next lower Division.
- ***Singles match play between those candidates from the different Divisions may be organised from time to time to determine which players shall qualify for promotion and which shall be relegated.*** Such matches shall be best of 3 or 5 games played under usual fixture rules and conditions at a time determined by the Tournament Committee and before the commencement of next season.
- Any other method the Tournament Committee decides is appropriate may be used to promote or relegate players in order to achieve a balanced and fair competition.
- Where a team has won the premiership in a particular Division, the Tournament Committee shall have the power to ensure the same team structure does not appear in the next competition if it feels this is necessary for a fair and balanced competition.
- In all cases those players/teams aggrieved may appeal against any decision of the Tournament Committee by following Protest Procedures outlined in section 1.15.

1.23 Report of Captains and Manager

Managers and/or Captains of representative teams in a match or tournament shall forward a report of the event so that it will reach the Secretary within 2 weeks of the completion of the said event to enable details to be published for the information of members in the "Club Newsletter" and for Club records.

1.24 Fees

The Management Committee shall determine affiliation, membership and playing fees payable as set out in the SCTTC Constitution.

Players shall be financial members in order to participate in Club activities and enjoy the rights and privileges afforded by the SCTTC Inc. refer to the SCCTC Constitution for membership details.

Playing Regulations

The following shall be read in conjunction with the current ITTF Laws of Table Tennis and the current ITTF Handbook for Match Officials.

All players are expected to have a sound knowledge of these Rules which can be obtained by going to the ITTF website. Players are also encouraged to attend at least Association level umpiring courses, when they are conducted, as it is the duty of all players to umpire fixture matches and be able to do so competently.

2.1 Clothing and Equipment

- Players are encouraged to wear Club short sleeved shirts, particularly when playing at tournaments as a Club representative.
- Usual attire shall be short sleeved shirts, shorts, socks and non-marking enclosed foot-ware appropriate for indoor court sports. Bare feet, thongs or boots shall **not** be permitted to be worn.
- Clothing bearing markings, wordings or images which may be considered by the Tournament Committee or Duty Officer to be inappropriate or offensive to others shall not be permitted to be worn.
- The colour of clothing shall be clearly different to the colour of the ball in use.
- Excessively bright colours, shiny reflective jewellery, watches, wrist bands etc. which may distract other players during play may, at the discretion of the Duty Officer or Tournament Committee, be required to be removed during matches.
- Head-ware, except that approved by the Tournament Committee, Duty Officer or Referee, shall not be worn. Approved head-ware shall include sweat-bands, peaked head bands and head-ware of religious significance.
- Long track pants, but not other styles of long pants or jeans, shall be permitted while playing at Club fixtures. At other tournaments, ITTF rules in regards to clothing shall apply.
- Players shall, at all times, present in a clean, neat and tidy condition.
- Rackets must conform to ITTF Regulations and be in good condition. Players shall present rackets for inspection to any Official or player upon request, as provided for in ITTF Regulations.
- Players, at the discretion of the Duty Officer or Tournament Committee, may be excluded from further participation in any event or activity if found not conforming to these requirements until such time as the player meets these requirements.

2.2 Teams

Teams for season fixtures shall be selected by the Tournament Committee with the aim to produce a balanced and fair competition. A team shall comprise any number of players with a minimum of 2 and a maximum of 3 in a *two-person team* and a minimum of 3 and a maximum of 4 in a *three-person team*. In finals, those players who have played the majority of matches during the season must comprise the team for the final.

2.3 Matches

Definitions:

A **Match** shall be defined as a contest between 2 singles players or 2 doubles pairs from opposing teams in a best of 3, 5, or 7 games format.

A **Rubber** shall be defined as the contest between 2 teams, one Rubber being the sum of all matches played between the two teams. And the victor of the Rubber shall be the team having won the majority of matches.

In two-person team competitions, a Rubber shall generally consist of **5** Matches comprising **4** singles and **1** doubles Matches. In singles, each player shall play the two players in the opposing team. Each Match shall be best of 5 or 7 Games, as determined by the Tournament Committee.

In three-person team competitions a Rubber shall generally consist of **11** Matches comprising **9** Singles Matches and **2** doubles Matches. In singles, each player shall play the 3 players in the opposing team. In doubles, a different pair shall play each doubles Match. Each Match shall be the best of 5 or 7 games, as determined by the Tournament Committee. Doubles matches shall be played in turn after the 3rd and 6th singles Matches.

2.4 Times

Team Captains shall be responsible for ensuring matches start and finish on time. Matches shall commence no later than 7.00pm and shall finish as close to 10.30pm as possible. If it appears that matches will not be completed on time, teams should make use of any vacant tables at the earliest opportunity in order to expedite the progress of matches. Matches commencing after 10.15pm shall be played as best of 3. This last rule does not apply to finals. Players are encouraged to warm up prior to the 7.00pm start on or off the court. After play commences at 7.00pm warm up exercise shall be restricted to off-court areas unless vacant tables are available and not scheduled for use by other groups.

A **maximum of 2 minutes practice**, starting at 7.00pm and at the completion of each subsequent match shall be permitted followed **immediately** by the start of the match. Players must therefore enter the court **ready to play prior to the 2 minute practice**. A maximum of a **1 minute** interval is permitted between games.

A maximum of **5 minutes** shall be allowed for a player to rest before being required to commence another match.

Other authorised breaks are to be in accordance with ITTF rules. Players shall not leave the playing area during a match (no further than 3 meters past the court barriers) other than to promptly retrieve a ball.

When leaving the table for a break, players **must leave their rackets on the table**.

2.5 Scoresheets

Unless already done so, before the commencement of any matches, the scoresheets must be properly filled in.

The scoresheets must show the Division, Table Number, Date and the Names of the Competing Teams as per the Draw.

All scoresheets **MUST** be totalled (Matches and Games), the Winning Team and the Match Score indicated and be signed by **both** Team Captains before being handed in the Duty Officer by the Captain of the Winning Team at the conclusion of the event.

Points will not be awarded until correctly filled in scoresheets are handed in. The 2 teams shall ensure that all details required on the scoresheet are correctly filled in.

2.6 Order of Play

- Matches shall be played in the order appearing on the scoresheet.
- Unless already done so, both doubles pairs must be listed separately by the completion of the first 3 singles matches.
- The order of play can only be varied upon approval of both Captains.
- If any player is unavailable to play 15 minutes after the scheduled start of the Rubber, the opposing team Captain can claim a forfeit unless special circumstances can be shown, the player has given prior notification and *both* Captains are in agreement *prior* to commencement of play in the Rubber.

2.7 Order of Serving

Serving at the start of each match shall be decided by the toss of a disc or coin, roll of a ball, or agreement between teams.

2.8 Substitutes

- It shall be the responsibility of individual teams to arrange substitutes.
- Players from a team with a bye in the Division on that date should be the first option for replacement players.
- Generally, a player can only be replaced by a player of the same or lesser ability than the player they are replacing, based on the best ranking information at the time.
- Players from a particular Division may be permitted to compete in the same or higher Division, subject to the approval of the Duty Officer and agreement of both teams prior to the commencement of the Rubber.
- After agreement to a substitute by an opposing team, no appeal will be possible, and results will stand.
- Players in one team **may not** play for another team in the same Division on the same day/night without the approval of the Duty Officer, and results for such Rubbers/matches may be subject to review by the Tournament Committee.
- Any question arising as to the eligibility of a substitute shall be referred, in the first instance, to the Duty Officer, and may subsequently be reviewed by the Tournament Committee.
- In circumstances where a team has been unable to arrange a substitute player, the Duty Officer at his/her discretion may appoint a substitute so that the Rubber can proceed, but the result of the Rubber **will** be subject to review by the Tournament Committee and their decision as to the outcome of the Rubber shall be final.

2.9 Forfeits

In the event of a complete forfeit, the winning team shall score **11** points in three-person team competitions, **9** points in three-person teams with no doubles and **5** points in two-person team competitions, provided that a properly constituted scoresheet, completed accordingly, showing the full names of all the players who were **actually available** to compete is submitted to the Duty Officer.

In the event of a team not having some players available to play, the team will be permitted to play, but those matches where a team member is unavailable will be forfeited to the opposing team and the relevant player in that team.

If no member of a team is available to play by 15 minutes after the designated start time, the opposing team shall be entitled to claim a full forfeit.

2.10 Umpiring

- All players shall be expected to umpire fixture matches and shall take turns in doing so during an event.
- All players shall be expected, at a minimum, to have a good knowledge of the current ITTF 'Laws of Table tennis' in order to umpire competently.
- At fixture level, competition players should first be warned for any rule infringement. Repeat offences shall be subject to penalties.
- Disputes that arise and cannot be resolved quickly shall be immediately referred to the Duty officer or Club Referee who will decide on the question at hand. Protest can be made through Protest Procedures outlined in section 1.15.
- A clear call of the score must be given at the conclusion of each point played.
- Umpires shall perform their duties fairly and with impartiality.
- **The Service Rule:** The service rule shall be as per ITTF rule 2.06 of the ITTF 'Laws of Table Tennis'.
- **All** Umpires and players are expected to be familiar with and abide by this rule and **enforce its use at all times.**

2.11 Coaching

Coaches/Advisors (in accordance with ITTF Rules) may gather with their players(s) at the boundary area (only players being permitted on the court itself), **only during the 1 minute break between games or during a time-out called**, to discuss tactics or give advice and encouragement. **Coaching/Advising during games is strictly prohibited** under ITTF Rules and may result in the offending coaches/advisors and/or team members, after initially being warned, being expelled from the vicinity of the playing area should the offence recur. Players, while umpiring a match, shall not involve themselves in coaching, advising or commenting in any way at all in order to preserve their impartiality.

2.12. Noise

While enthusiasm and spirited competition is commended and to be encouraged, players shall, out of consideration and courtesy to those around them, refrain from making excessive noise during matches and while otherwise in the vicinity of the playing areas.

2.13 Finals and Eligibility - And Substitutes for Finals

The format for finals (if any) for each competition will be determined by the Tournament Committee and included in the draw for each competition.

If competition finals are to be played after completion of the fixture rounds the following format shall be used and Division winners will be determined as follows:

- Division with up to 5 teams 1st team vs. 2nd team
- Division with 6 or more teams 1st team vs. 4th team and 2nd team vs. 3rd team

The winners shall meet in the final.

Finals will be held on dates and times determined by the Tournament Committee. Other matches for teams not reaching the finals can be scheduled for players subject to the approval of the Tournament Committee and/or Duty Officer.

To be eligible to compete in finals a player must have played at least 50% of Rubbers (including singles) with the team for which he/she intends to compete, unless otherwise agreed with the opposing team Captains and Duty Officer. The result of such a competition **will** be subject to review by the Tournament Committee, and their decision **will be final**. Forfeits will count as played matches for a player to determine finals eligibility provided the player was available to compete and his/her name appears on the scoresheet for the Rubber.

Substitutes for Finals:

Substitutes for Finals shall be selected by the Tournament Committee at random from a list of the next 4-5 players of equal to or lower ranking than the player being replaced, from other teams which were competing in the current season and who otherwise have been eliminated for the current finals competition. The players, so randomly drawn, shall be contacted in order of their being drawn to determine availability for that competition, and if unavailable, the next drawn player shall be contacted, and so on until that team's vacancy is filled. Failure to fill that vacancy shall then require the same procedure with the next lower ranked group of 4-5 players, and so on. The player so selected for a Semi Final Rubber must also be available to compete in the Final. Team shall be finalised no later than 24 hours prior to the scheduled start of the finals competition and the Tournament Committee's decisions shall be final. No further substitutions for any player shall be permitted. Players (regular team members or substitutes) scheduled to play and who fail to present ready to play by no later than 15 minutes after the scheduled start time of the first match shall forfeit all of his/her matches.

Substitutes in Finals teams shall not comprise more than 50% of the usual team membership for the current season as described in the above paragraphs of section 2.13. That is, if more than 50% of the team's usual members, so described, are unavailable for the Finals Competition the team shall forfeit that final.

2.14 Highest Ranking Player

Trophies/Awards for highest ranked player in each Division shall be determined by the highest percentage of singles match wins the player has in a particular fixture season or as determined by the Tournament Committee. To be eligible for this award, players must have played at least 75% of scheduled singles matches in that Division on the particular fixture season.

Special Events

3.1 Sunshine Coast Open

The Sunshine coast Open shall be an annual event, or otherwise as determined by the Management Committee, open to all members of the SCTTC who are registered members for fixture play during that particular year, plus members of other Associations who are registered members of their Associations. The following general rules shall apply:

- a. A competitor is eligible to play in any grade in the Sunshine Coast Open providing they meet the criteria for entry to that grade (eg. Sex, age) and that their playing ability is appropriate to that grade. The latter condition must be certified in writing by the Secretary or other appropriate appointed official from their Association.
- b. The Sunshine Coast Tournament Committee reserves the right to refuse entry to any player to a particular grade if it is the opinion of the Committee that the Player's ability is inappropriate to the grade based on the information available to Tournament Committee (eg. State rankings or ratings list).
- c. Any particular event in the Sunshine Coast Open will be staged only if adequate numbers for the event are available.
- d. Entry to any event must be on an official entry form.
- e. All appropriate entry fees must be paid prior to commencement of the event.
- f. Doubles events may or may not be held depending on the number of entries, and at the discretion of the Tournament Committee.
- g. The entry fee to the Sunshine Coast Open will be determined by the Tournament Committee.
- h. Trophies, prize money and other prizes for specific events will be determined by the Tournament Committee.

3.2 Sunshine Coast Closed

The Sunshine Coast Closed tournament shall be an annual event, or otherwise as determined by the Management Committee, open to all financial members of the SCTTC. The following general rules apply:

- a. A competitor is eligible to play in any Division in which they have competed in a fixture season as a regular team member during that particular year, prior to the staging of the Sunshine Coast Closed.
- b. A competitor is eligible to play one Division higher than that in which they are competing in the current fixture season prior to the staging of the Sunshine Coast Closed.
- c. A competitor ranked as a bottom level player in a higher Division can compete in the next lower Division subject to the approval of the Tournament Committee.
- d. Competition matches in the Sunshine Coast Closed will be held on the normal fixture playing nights for any particular Division, unless otherwise arranged by the Tournament Committee.
- e. Double events may or may not be held depending on the number of entries, and at the discretion of the Tournament Committee.
- f. The entry fees to the Sunshine Coast Closed will be determined by the Tournament Committee.
- g. Trophies, prizes and awards will be determined by the Tournament Committee.

3.3 Awards

Recognition of outstanding achievement and contribution shall be awarded annually to deserving members. Such awards shall be determined by the Management and Tournament Committees and may include, but shall not be limited to:

- Closed Championship Winners
- Season Division Team Winners
- Season Division Highest Ranked Individual Players
- Top Ranked Female Player
- Top Ranked Junior Player
- Encouragement Award
- Most Improved Senior/Junior Players
- Player of the year – For demonstrating a high level of playing skill and sportspersonship on and off the court, Club support including a willingness to impart knowledge and skill, regularity of attendance, willingness to help others and actively promoting The Club externally and internally.
- Volunteer of the Year
- President's Award – For long term contribution to The Club, combined with continuing assistance to the President or The Club generally.

The Management Committee may make, amend or repeal these By-Laws, not inconsistent with the SCTTC Constitution, for the Internal Management of The Club.

A By-Law may be set aside by a vote of members at a General Meeting of The Club.

These By-Laws were ratified by unanimous vote of the SCTT Management Committee on the 2nd Day of April 2022 and shall take effect immediately.