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Table Tennis England

County Organisation Handbook

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Foreword by the CEO of Table Tennis England

Welcome to our County Organisation Handbook, which we hope will be a great help to all those who play a key role in administering grassroots table tennis.

In this document, you will find guidance on best practice and how to avoid common pitfalls, as well as document templates which aim to help you carry out your role(s) as smoothly and effectively as possible.

The county structure has served English table tennis well for many decades and provides a solid foundation on which the sport can thrive.

From upholding safeguarding functions to organising and delivering competitions, from helping to upskill coaches and officials to ensuring a two-way flow of information between the National Governing Body and the grassroots, a healthy county structure is essential to the sport's wider health.

Many hundreds of volunteers give time, enthusiasm and expertise at the grassroots – all of you have our heartfelt thanks and our support as you help others to enjoy and achieve in table tennis.

This is an exciting time for English table tennis as the World Team Championships comes to London next year. Only by working together can we maximise the opportunities presented by that momentous event.

I wish you all every success in your endeavours around the counties.

1 How to use this Handbook

This Handbook is a guide to help you organise your County Table Tennis Association. It is written by volunteer officers of County Associations in partnership with Table Tennis England staff. It is intended mainly for those new to volunteering at county level, but we hope others will find it useful too.

Table Tennis England (TTE) is the National Governing Body for the sport in England. For further advice please email our Helpdesk – help@tabletennisengland.co.uk

In this Handbook “we” refers to TTE and “you” refers to your County Association.

Following the guidance in this Handbook is not mandatory. We hope you find it helpful, but you are free to adopt whatever approach you wish provided you comply with TTE’s Articles and regulations.

2 A brief history

England has had counties for a thousand years. William the Conqueror introduced the Norman feudal system into England. Counties were the area ruled by a count - the French equivalent of an earl. The system evolved over the next 800 years until, in 1888, the Local Government Act established directly elected county councils.

County loyalty and competition between counties have long been a feature in sport. The earliest county cricket match, for example, was played in 1709. County Table Tennis Associations started to be set up about 100 years ago. The first county match was played in 1937, and the Table Tennis County Championship started in 1948. National Council (which was then TTE’s governing body) was established in 1964 with a representative from each county.

Over the last 60 years, politicians have frequently changed county council boundaries, but sporting and cultural organisations have generally chosen to stick with the traditional counties. Middlesex County Council, for example, was abolished in 1965, but Middlesex continues to thrive in sport and culture, including in table tennis.

In table tennis, Counties are based largely on England’s traditional historic counties. So, Birmingham is part of Warwickshire and Manchester is part of Lancashire. The precise area of each county is set out in [Part C](#) of the regulations, which are published on the TTE website. For convenience they are defined by reference to local authority areas. These are set out in Appendix D below.

3 Structure of County Associations

3.1 TTEs Articles and Regulations

In law, TTE is a limited company formed under the Companies Acts. The law requires companies to have [Articles of Association](#) which effectively form their constitution. TTE's Articles specify the key governance arrangements, and empower the Board to make regulations for the effective operation of the company. TTE's Articles and regulations can be found on the TTE website

Article 35 defines County Associations as follows:

35 County Associations

35.1 The Board shall make regulations to prescribe a system of County administration under which England is divided into geographical areas to be known as 'Counties'.

35.2 For each County there shall normally be a County Association whose constitution shall be subject to approval by the Board.

35.3 A County Association shall have autonomy in organising and administering the sport in its County area but shall not have power to override a decision of the Board.

35.4 Unless exempted by the Board, every Affiliated Organisation shall affiliate to the most geographically appropriate County Association and be subject to its jurisdiction.

The information in this Handbook about the Articles and regulations is only a summary. The Articles and regulations themselves should be consulted for the definitive position. A list of the main references in the Articles and regulations which may affect County Associations is given in Appendix A.

3.2 County Association Constitution

TTE provides a model constitution for County Associations (see Appendix F) which can be adapted to suit local requirements.

You should specify in your constitution who are members of your Executive Committee. You should include your officers and representatives of your affiliated organisations.

(Note: This Handbook refers to the committee which manages the county association as the "Executive Committee", but County Associations may call it by a different name, such as the Council, if they prefer).

Article 35.3 provides that a County Association is responsible for organising and administering the sport in its county area. It has the autonomy to do this as it thinks best subject to the overriding authority of the TTE Board.

Counties are run democratically by their leagues, clubs and members who may take part in the AGM and in electing the Executive Committee.

Counties may determine their own membership fees. Your constitution should specify that the level of fees is determined democratically by your membership, normally at the AGM.

3.3 Officers

You should decide the officers you wish to have and list them in your constitution. Each officer will have a particular responsibility. It is easier to obtain volunteers if the work is divided into small chunks. Officers often include:

- Chair (always)
- Vice Chair (often)
- National Councillor/County Representative Company Member (always)
- Deputy National Councillor (always)
- General Secretary (always)
- Treasurer (always)
- Web Administrator (to manage the website)
- Press Officer (to provide copy for local press)
- County Match Secretary and team captains for County Championship teams
- Competitions Secretary (for running competitions other than the County Championships)
- Welfare Secretary (to deal with any issues of safeguarding or welfare)
- Development Officer (to develop and promote the sport in the County)

TTE's membership system keeps a log of your officers and committee members. It uses this to send information to the relevant officers in each county. To ensure you do not miss any communications from us please ensure that you log your officers and committee on our membership system each time they change.

3.4 Website

A website is an essential way for the County Association to promote its activities and provide a central information hub for the county.

TTE provides a template website free of charge through [TT Leagues](#). You can locate the TT Leagues website for your county website from the "Counties Directory" page on the Table Tennis England website: [Counties Directory](#). However, some counties (e.g. Sussex) have produced excellent bespoke websites.

We strongly advise you to populate your county website and use it to communicate with your members. The TT Leagues websites enable news articles to be published which provide topical information about county and league activities. Contact details for county officers can be provided using standard templates that either generate the information automatically or which are easy to update.

Examples of the type of information that should be provided on the website are:

- The Executive Committee of the county with contact details.
- All the leagues in the county with an appropriate contact for each league.
- Links to the websites of local leagues and major clubs.

- Details of venues that provide opportunities for social/occasional play.
- List of all the qualified and registered coaches in the county.
- List of all qualified umpires in the county.
- Minutes of meetings and associated documents for Executive Committee and AGM.
- Details of county teams and fixtures for county matches.
- The constitution and rules of the County Association.

In this way, the website can act as an information hub to facilitate communication of relevant information to leagues, clubs and members.

You can also provide details and results of the County Championships matches and other competitions and a section for up-to-date news. We suggest you appoint a Web Administrator to oversee your website rather than leaving the job to other officers.

An advantage of the TT Leagues websites is that news articles produced on the county website can easily be shared with the Local League websites that also use the TT Leagues system. This means you can produce a news article on your county website and get it published on the Local League websites. This provides a mechanism for quickly promoting county activities across your Local Leagues. Guidance on how to share news articles in this way is provided in the following link: [Sharing News Articles](#)

Examples of websites that illustrate good practice in providing content on county websites are as follows:

[Lancashire](#)
[Warwickshire](#)
[Oxfordshire](#)
[Sussex](#)

If you need any help in setting up your county website in TT Leagues, contact the TTE Help Desk at help@tabletennisengland.co.uk.

3.5 Communicating via email - Privacy and GDPR

You and your leagues and clubs will need to know each other's email addresses. This raises data privacy questions. TTE works on the basis that each county has a "super administrator" for IT purposes. This will be the general secretary unless you appoint someone else. The super administrator agrees to be the data controller and so is responsible for the data of the members within that county and agrees to only use the data for the administration of the county association.

Apart from the legal requirements of GDPR and related legislation, some county or league officials may not want to use their personal email addresses. It may be prudent to establish a set of dedicated email addresses such as BassetshireGenSec. These addresses can then be handed over when the office holder changes.

The website should also provide an additional layer of privacy and security by ensuring that there is the option to make contact details and other personal information private so that it is only available on log-in and so not on general display to the public. The website is intended to be a shop window for you and leagues and clubs – hence you must be easy to contact. This is where generic county, league and club email addresses can be helpful.

3.6 Finance

The Treasurer is often a job that is difficult to fill.

The Treasurer has various responsibilities to manage the organisation's finances. In essence we are referring to receipts and payments during the year. It may be worth mentioning that as a non-profit-making organization, TTE does not make profits or losses as is frequently referred to, but surpluses and deficits.

Income and expenditure, often referred to as receipts and payments, need to be recorded in a cash book. When they are relatively small in numbers, they can be prepared in a spreadsheet, whilst some may well still be handwritten.

Income can be membership fees, entry fees for competitions, donations, pooled expenses from other counties etc. Expenditure can run from payments to TTE, members expenses, bank charges, pooled expenses to other counties etc.

In each case the entries should have columns for the total and analysed across the page under a suitable heading that when all entries have been made, they should cross check back to the total. This is advantageous when preparing interim figures for Executive Committee meetings during the year and final accounts for the AGM.

In an ideal situation all transactions should be made through the bank where such entries can be verified via the bank statements that are issued. In cases where cash is involved it may be beneficial to operate a petty cash system on similar lines.

Although most banks will still accept club and association bank accounts, few will now operate without at least a nominal monthly charge. Traditionally organisation accounts have required two signatories to a payment transaction. This can create difficulties when two signatures are required for cheques and more particularly for online banking.

If the County has just one signatory to make payments or has the right to transact up to a determined limit (perhaps £500) then that person will be designated as the "prime user". However, where two signatories are necessary, this usually requires the prime user to create the payment and the other signatory to authorise it. Such arrangements made online can be set up by the bank.

It is useful to include financial provisions in your constitution. Examples of possible provisions are:

- The Treasurer may hold up to £250 in cash. All other funds of the Association shall be kept in an account in the name of the Association at a Bank, Building Society or other security approved by the Executive Committee.

- All income and property of the Association from whatever source shall be applied solely to the promotion of the objects of the Association.
- Any expenditure of County funds shall be under the oversight of the Executive Committee.
- The Executive Committee shall appoint the persons authorised to sign cheques etc, drawn on Bank, Building Society and other accounts and they shall be signed by at least two such persons. (These would typically be the Treasurer, Chair and General Secretary).
- Internet banking shall be authorised by the Treasurer who shall be designated as the Primary User. The Primary User shall have access to the County online account and shall be authorised to make payments solely. The Primary User shall also be able to allocate access to the Chair, Secretary and, if necessary, any other Executive Committee member.
- If necessary, a Secondary User shall be authorised by the Executive Committee.
- Internal checks shall be carried out on a regular basis on payments made by the Primary User and any Secondary User. The Executive Committee shall appoint one of its members (other than the Primary or Secondary User) to carry out such checks.

3.7 General Meetings

The advent of organisations which provide electronic meeting facilities is particularly useful for county associations where, in the past, some members have had to travel significant distances.

Someone on your committee may already have an account with one of the providers. If not, you can still get 40 minutes free of charge, though this means everyone will have to log back in again after that time. The alternative is to purchase an account with a provider for your general secretary.

The model constitution provides rules for the AGM which most counties use. The AGM is usually held after the end of the season. The Executive Committee reports on the past season and presents the annual accounts for approval and the officers and those committee members not representing a league or club are chosen.

If you want to amend your constitution you will need to put this to the AGM. In addition, your Executive Committee and member organisations and individuals may propose motions for consideration.

The model constitution also provides that the Executive Committee or affiliated organisations may call an extraordinary general meeting (EGM). This is relatively unusual. EGMs are normally called if an issue arises that is too important for the Executive Committee to decide and too urgent to wait for the AGM.

The model constitution provides that those entitled to attend a General Meeting must receive notice at a specified time before the meeting. It is a good idea for your Executive

Committee to decide a provisional date for the AGM well in advance so that your members can put it in their diaries.

Your Executive Committee should hold a meeting about a month before the AGM to discuss the agenda and its recommendations to the AGM. A typical notice for an AGM, including an agenda, is included as Appendix C.

3.8 Executive Committee meetings

County Executive Committees typically meet about once every two months.

Many books exist on organising effective meetings, which is a topic in itself. This Handbook can only provide a few tips.

There is no one way of holding an Executive Committee meeting. Every county association develops its own way of working. The following may be regarded as good practice.

Sending out information before a meeting gives members the chance to think about it and discuss it with their leagues or clubs.

Example of the Notice for a County Association Executive Committee meeting

An example agenda for an Executive Committee is included in Appendix C.

An email should be sent out to every committee member at least 7 days before the meeting giving the date and time of the meeting and the agenda.

If there are items of major importance to be discussed these should be given specific items on the agenda, indicating what is being proposed – for example “Proposal to increase the league fees for the coming season”.

3.9 Chairing meetings

Just as there is no one way of holding meetings, there is no one way of chairing them. However, the following may be regarded as good practice.

- The Chair should ensure that all members address the Chair and not allow separate discussions to break out.
- If a member goes off the subject onto something quite different, the Chair should advise them that this can be discussed once the current issue has been resolved and guide members back to the original topic.
- The Chair should try to lead the discussion to a consensus solution and ensure that every member has the chance to put their point of view.
- Whilst it may sometimes be necessary to decide matters by a vote it is better to reach a consensus wherever possible.
- The Chair is often the most experienced member of the committee, but they should avoid relentlessly forcing their own view. They should be aiming for a solution that everyone can live with.

- It often works to put ideas in the form of a tentative question – “Do members think we should do x?”
- Try to always say something positive about any contribution especially if comes from a less experienced member.
- Never slap down ideas and discourage others from doing so.
- Do not let the discussion become personal.
- If a discussion breaks out only involving two members, the Chair should ask another member for their views.

3.10 Safeguarding

Every young person has the right to have fun and be safe in sport. The TTE website contains detailed safeguarding advice: [safeguarding guidelines](#). Please study this carefully.

4. Working in partnership with leagues and clubs

4.1 Working together

TTE’s object is to promote and develop the sport for everyone. This works best if counties work together with their leagues and clubs to resolve problems by agreement. Unless the Articles or regulations prescribe otherwise, we encourage counties and their leagues and clubs to work out solutions between themselves rather than imposing a solution from above.

It is also worthwhile establishing partnerships with external bodies who can help develop table tennis in the County.

4.2 Constitutional

A County Association comprises the TTE Affiliated Organisations and Affiliated Members in the county concerned. Article 35.4 provides that every organisation affiliated to TTE must affiliate to the single most geographically appropriate County Association unless exempted by the Board. Leagues which cross county boundaries should discuss this with the county associations concerned. The members of a league or club are automatically members of the county association to which the league or club is affiliated. Thus, a member who plays in several leagues may be a member of more than one county. (The County Championships regulations define the county which a member may represent in the County Championships.)

4.3 Annual Returns by local leagues

Every local league needs to complete an annual return in February to advise TTE of the number of teams playing in the league as on 21 February. This is important for the leagues as if they fail to do so they will not be able to vote at TTEs AGM or in elections for its directors. You should encourage them to complete the return because your county’s vote depends on your leagues’ votes.

4.4 Dealing with conflict

If a league or club is unhappy with something your county has done, or not done, it is important they are given the chance to air this fully to your Executive Committee.

County Associations generally have good relationships with their leagues and clubs. If difficulties arise it is often a result of misunderstanding or poor communication. The way forward may be to invite the league or club to a meeting of your Executive Committee to discuss it. You should make every effort to resolve the issue between you. (It may also be appropriate to invite a representative of the league or club to join your Executive Committee if there is a vacancy). If that fails, you should invite the league or club to raise it at your AGM.

Should you wish to change your county's boundaries, you should discuss it with the other counties, leagues and clubs concerned. Wherever possible any proposal for a change should be achieved through discussion and consensus between you all. The preamble to the Regulations Part C Annex explains that before considering any changes to county boundaries the Board will want to hear the views of all the counties affected and their affiliated organisations.

Leagues or clubs occasionally ask to affiliate to a different county or no county at all. This is not normally possible. Article 35.4 requires that leagues and clubs join the most geographically appropriate county unless exempted by the Board. Although a league or club may have membership which extends over more than one county it is usually obvious which is the most geographically appropriate.

4.5 Disciplinary action

Counties, leagues and clubs have disciplinary jurisdiction over their affiliated organisations and affiliated members for breaches of TTE regulations or breaches of their own constitution or rules.

Taking disciplinary action is complicated, and it is only possible to explain the general principles. It should not be commenced without careful thought. You should consult TTE's Articles and regulations and your own constitution and rules before acting.

You are advised to base the procedure on that set out in TTE's [Part D Disciplinary Regulations](#) which are published on the TTE website.

- Disciplinary cases should be heard by a panel of three or more. If your rules do not stipulate who the disciplinary panel should be, your Executive Committee should appoint the panel.
- Everyone on the Panel must have an open mind. A person who has or might have an interest in the case must not sit as a member of the panel.
- The respondent must be told in writing at least seven days in advance what the allegation is in sufficient detail to be able to defend themselves.
- The respondent should be invited to attend the panel or, if they prefer, to submit an answer to the allegation in writing.

- The respondent may ask another person to accompany them and speak on their behalf at the hearing.
- The Executive Committee should appoint a person (not a member of the panel) to present the case against the respondent.
- The panel must reach its decision on the basis of the evidence which must be presented in the presence of the respondent.
- The respondent must be given the opportunity to call witnesses and to question any witnesses presenting evidence against them.
- The panel must keep an open mind and listen to what both sides say.
- If the panel finds the allegation proved on the balance of probabilities, it should give the respondent the opportunity to speak in mitigation before deciding what sanction to impose.
- The respondent has a right of appeal under Article 51.

4.6 Appeals

TTE's Article 51 gives affiliated organisations and affiliated members the right to appeal in certain circumstances. For major national issues the appeal will be to TTE's Independent Appeal Panel. For more local issues, such as an appeal by a team or player against a decision taken by a local league, the appeal may be heard by the county association. We advise you to base the way you handle appeals on the procedure used by the TTE Appeals Panel as set out in TTE's [Part E Right of Appeal](#)

Counties, leagues and clubs are entitled to run their affairs as they think best, provided they comply with TTE's Articles and regulations and their own constitution and rules. Appeals are not allowed merely because the appellant disagrees with the decision taken. Appellants must also show on the balance of probabilities that they have been significantly adversely affected.

It is also possible to appeal against a disciplinary decision. But again, appellants cannot just say that a different decision should have been taken. They must show on the balance of probabilities that the procedure was unfair - that is contrary to natural justice. These issues are explained in TTE's Regulations Part E, and you are advised to base your own procedure on them.

5 National Council – Your chance to influence TTE

Article 36 establishes a National Council as follows:

36. National Council

36.1 There shall be a National Council consisting of one National Councillor appointed by each County Association.

36.2 The duties of the National Council shall be:

36.2.1 to act as a channel of communication between the Board and Affiliated Organisations and Affiliated Members.

36.2.2 to consider matters referred to it by the Board, Affiliated Organisations and Affiliated Members.

36.2.3 to make recommendations to the Board.

36.3 The National Council shall prescribe and regulate its own procedures.

The County Administration Regulations (Regulations Part C) specify that each county shall elect a national councillor and deputy national councillor. Their function is to represent the views of the county association at national council. The national councillor also represents the county association at the TTE AGM, and votes on behalf of the county association in director elections.

National Council works with the Board, staff and membership of TTE to promote and encourage the sport. It acts as a critical friend to the Board, providing support and challenge. Councillors, directors and staff often have different views on the way forward. But we all want the best for our sport and our members. Please treat everyone in the sport with dignity and respect. Criticism is more helpful if it is constructive rather than directed at individuals.

National Council meets quarterly. Before each meeting you should discuss with your Executive Committee if there are any matters you wish them to raise and the agenda if it has been published by the time of your Executive Committee meeting. After each meeting you should invite your National Councillor to report back on what was discussed.

National Council has its own [website](#) which can be accessed via the TTE [website](#). This contains the papers which are to be (or have been) discussed and an explanatory document *National Council – [How it Works](#)*.

The Board also publishes its own minutes on the [Board section](#) of the TTE website, and you may wish to discuss these with your National Councillor and give them your views which they can relay to the TTE Chair and CEO who normally attend National Council.

6. Competitions

6.1 Regulated competitions

TTE regulates the competitions it organises itself and those authorised by counties and leagues. Internal club competitions are not regulated. This is explained in the Regulated Competitions Regulations ([Part A Regulated Competitions](#)) which are published on TTE's website and on the Tournament Organiser page on the Table Tennis England website: [Tournament organiser - Table Tennis England](#).

Key requirements for all regulated competitions are:

- Those taking part must be TTE members
- The event must comply with the ITTF laws of table tennis and use only ITTF balls and racket covers.

Counties and leagues may organise:

- **Open Tournaments** – which by any player individually affiliated to TTE, including reciprocal affiliations (members of other home countries) and visiting players (members

of other ITTF associations) may enter. These require the approval of the Tournaments Approval Panel (TAP).

- **Closed Tournaments** – which are restricted to their own bona fide members

The information on competitions and events including the formats of these events and a full guidance document with tournament format examples and toolkits can be found at <https://www.tabletennisengland.co.uk/competitions/>.

For further support on delivering competitions, please contact the Competition and Events team at competitions@tabletennisengland.co.uk.

6.2 County Championships

One of the main activities of a county is competing in the County Championships competition.

County Championships are held each year for cadets (U15), juniors (U19), senior (any age), veterans (O40) and over-60s. (Age is defined as age on 31 December in the current Membership Year). Counties are entitled to enter and pay for as many teams as they wish in each age group.

Teams consist of three male and two female players, except in veterans and O60s, where there is only one female player.

The competition is played as far as possible in divisions of eight county teams. In each age group there is a pyramid structure with a premier division at the top; below this two or more equal status 1st divisions, 2nd divisions and so on. The top county in each division is promoted and the bottom team or teams are usually relegated. Only one team from a county may be in the premier division in each age group.

The County Championships has its own website: [County Championships Website](#). The website provides information about the dates and results of county matches across all five competitions and for all divisions. It also provides other valuable information about the operation of the county championships.

Selection of county teams

You should, of course, choose your teams on merit. It sometimes happens that those selecting a team are unaware of players outside their own league. Such claims should be carefully examined. If need be, a selection trial can be held to resolve the issue.

Eligibility to represent a county in the County Championships is defined in the County Championships Regulations ([Part K County Championships](#) of the regulations). Please read these carefully, especially if you have potential players who would like to play in a county team but were not born in or do not live in your county area.

6.3 County closed championships

Many counties hold county closed championships restricted to their bona fide members. They may also run competitions open to all TTE members, but these will require approval from the Tournament Approval Panel (TAP).

7 Working in partnership – How TTE can help you

TTE's strategy, *Table Tennis United*, is a blueprint for table tennis in England. This describes our approach as 'one size doesn't fit all'. What works in big cities will be different from what works in very rural areas like Cornwall, and different again from market towns. So, we aim to work across the table tennis community to develop locally owned strategies.

We hope to work in partnership with you to promote and develop the sport. We have established seven Local Organising Groups, each led by an [Area Manager](#). Between them they cover the whole of England. The Group for each county is listed in Table D1 below. The Local Organising Groups are made up of members of the table tennis community, local partners and national partners. Their purpose is to support growth and development and enable investment into the sport locally. They are not committees. Their function is to understand local priorities and take action to implement them.

We encourage you to engage with your Area Manager so that we can work with you to support work happening locally to help implement *Table Tennis United*.

7.1 Communications

Communication between counties and the Area Manager team is important. The Area team is there to support the sport and clubs, leagues and counties to create fantastic environments for participants. The Area team produce regular blogs. Each Area has an area page providing news, updates and information around funding and other support. We encourage counties to sign up for these newsletters and follow through the website at [Area Manager Network](#).

7.2 Coaching

Coaching is a vital part of the sport. Our new coaching strategy is refocusing efforts to develop coaches through a range of CPD and training opportunities. Counties have a vital role to play to support this. The role of counties in relation to coaching can include:

- Offering to host a course.
- Offering to host or deliver training sessions. Examples of where this has happened are in Middlesbrough, Nottingham and Bristol.
- Work with the Learning and Development Manager to identify potential coaches or coaches who want to develop by reaching out to clubs.
- Identify clubs that the county may know of that want to focus on developing coaches and support the development of a local training programme in your county.
- Have you thought about appointing a Coaching Officer who can lead and push coaching forward in your county?

To find out more contact our Learning and Development Manager on coaching@tabletennisengland.co.uk.

7.3 Umpires and officials

The Technical Officials Academy is the programme of support put together by Table Tennis England to support the growth in the number of new technical officials (including tournament organisers) and upskilling existing ones. The term 'technical official' covers umpires, referees and tournament organisers across all levels. They are vital to making our events run across all levels. Counties are a critical partner in supporting this work at a local level. You can help by:

- Offering to host an umpire or technical officials' course.
- Offer umpire or referee places at county competitions so umpires and referees can use county events to develop and upskill. All technical officials have to start at the beginning and county competitions, or local leagues and local tournaments are an ideal place.
- Identify existing umpires and referees who wish to move up levels and pass this onto the Development team so they can develop them and offer mentoring and training through the Technical Officials Academy.
- Have you thought about appointing a Technical Officials Officer who can lead and push officiating forward in your county?
- To find out more about supporting the growth of officials please contact your local [Area Manager](#) .

8 Schools table tennis

8.1 National structure

Schools table tennis is overseen by the TTE Schools Committee, made up of table tennis volunteers and TTE staff. It is managed by a volunteer Chair. The work is overseen and supported by the Director of Development for TTE. The TTE Schools Committee has a national remit for schools and not a local one, other than for the National Schools competitions.

8.2 Local structure

We have a system of 'Schools Counties' originally based on local education areas. There are 51 Schools Counties so a number of the 39 TTE County Associations have more than one Schools County within their area.

There should be a Schools County Association responsible for schools table tennis in every Schools County. Schools County Associations are separate from TTE County Associations, but we encourage you to work closely with them.

If there is no Schools County Association in your area, we encourage you to take on responsibility for schools table tennis.

We encourage TTE County Associations and Schools County Associations to consider merging so that there is a single body responsible for all aspects of table tennis.

There are two parts to schools table tennis locally:

- Delivery of the county rounds of the Butterfly National Schools Team Championships and National Schools Individual Championships
- Development and participation growth of table tennis in schools and links to clubs

Each Schools County should have a Schools County Secretary (SCS) who is responsible for delivering the county rounds of the Butterfly National Schools Team Championships and National Schools Individual Championships. Not all Schools Counties have an SCS, so we encourage and welcome your county's support.

The Butterfly National Schools Championships is one of the largest competitions in England and this work is a vital part of supporting the growth of the game and getting youngsters into clubs.

Section S of the Regulations provides that any School which becomes a School Member of TTE is automatically affiliated to the relevant TTE County Association without charge. Annex B of those Regulations requires that all schools entering the National Schools Team Championships must be TTE Schools Members and all players competing in the Area and National Stages must be at least Club Play members of TTE. These new requirements will potentially increase the numbers of school and players affiliated to TTE and County Associations.

Area Managers are tasked with developing the growth of the sport in schools. They do this through the Youth Sport Trust School Games and TT Kidz, the U11 programme for the sport.

8.3 How counties can support table tennis in schools

We encourage counties to support table tennis in schools where possible. These are some of the ways counties can support this work:

- Where there is no Schools County Secretary, identify a volunteer who could pick up this role. Contact schoolscompetitions@tabletennisengland.co.uk to find out the status of an SCS in your county.
- Contact your Area Manager to understand their focus places in their Area and what table tennis in schools is going on.
- Offer to host or support the delivery of local schools' festivals to help support that local schools delivery.
- Help the Area Manager connect clubs interested in working with schools and advocate the work in schools with your clubs.

Appendix A - Where to find references to County Associations in the Articles and Regulations

Articles

County Associations (main provision) - Article 35

National Council to have one representative from each county – Article 36.1

Regulations

County Administration (main provision) Part C

County areas Part C Annex 1

County Championships (main provision) Part K

Appeals to County Associations against affiliated organisations affiliated to it - Part E - 5.1

Schools' counties different from counties – Part S - 4

Schools affiliate to county associations free of charge - Part S - 3.5

Appendix B Local Organisation - Terminology

This section explains the different types of local organisation found in table tennis. It is not a rigid structure. It is based on what works in practice for the sport in the area concerned.

Areas

Table Tennis United is focused on taking the sport to where people are. There are seven Local Organising Groups, which between them cover the whole of England. These are led by an Area Manager in each of these seven areas. These are not formal committees but a group of skilled and dedicated people looking to support the delivery and activation of the Area's Local Delivery Plan.

Counties

Article 35 explains that England is divided into geographical areas known as Counties. Each county has a county association comprising the affiliated organisations and affiliated members in the county.

Local Leagues

A local league is an organisation which conducts a competition between teams from clubs in a locality and promotes the sport generally.

A local league can decide the locality in which it operates. In practice this tends to be determined by the need for teams to travel to each other, play a match and return in an evening. The localities of different leagues can overlap, and some players compete in several local leagues. Local leagues affiliate to the most geographically appropriate county association.

National leagues, such as the British Clubs Leagues, are not local leagues.

Regional leagues, such as the Midland League, are not local leagues but can affiliate to TTE as Independent Organisations as defined in the Regulations Part J clause 3.

Directly Affiliated Clubs

A directly affiliated club (DAC) is a club which is directly affiliated to TTE whether or not it is affiliated to another affiliated organisation. There are two schemes of affiliation for DACs – Premier Clubs and Associate Clubs. Affiliation as an Associate Club is free. Premier Clubs pay a fee to cover the extra services TTE offers them.

Teams and groups of teams playing in a local league are often informally called clubs, but they are not DACs unless they affiliate to TTE as Premier or Associate Clubs

Appendix C – Example notices

Example of the Notice for a County Association AGM

The notice should be posted on the Association's website. An email should be sent out to every league and directly affiliated club at least 14 days before the AGM giving the date and time of the meeting and the address of the website where the formal notice of the meeting and other information is posted.

Notes

The following documents should also be posted on the Association's website:

- *Minutes of the previous meeting*
- *Nomination form for officers and committee members*
- *Statement of accounts (If you do not wish to make your accounts available on a public website you can instead add a note saying that the accounts will be available at the meeting and may be obtained in advance by emailing the address supplied.)*

The example below only covers the constitutional functions of the AGM. You may well want to include other items - for example an address from a guest speaker or the presentations of trophies and awards.

Barsetshire Table Tennis Association

The AGM will be held at 7.30pm on Monday 15 June 2029 by Zoom.

Agenda

1. Minutes of the previous AGM
2. Matters arising
3. Annual Report of the Executive Committee
4. Statement of accounts
5. Motions (*Set out here the full text of any motions to be considered*).
6. Election of Officers and Committee
7. Appointment of auditor.
8. Any other competent business.

Example notice for an Executive Committee meeting

Barsetshire Table Tennis Association

The Executive Committee will meet at 7.30pm on Monday 22 June 2029 by Zoom.

Agenda

- Apologies for absence
- Approval of the minutes of the previous Executive Committee as a true record
- Matters arising
- General Secretary's report
- Financial report
- Other reports
- Any other business

Notes

The following documents are attached

- Minutes of the previous meeting
- Balance sheet
- Reports from etc
- Discussion paper on topic x from y

Appendix D – Table of Counties

The Table of Counties which defines the Local Authority areas which comprise each county is shown in Table D1.

Table D1 – County Areas

County and code		Local authority areas which comprise the county	LOG*	No**
AVON	Av	Bath & North-East Somerset, Bristol, South Gloucestershire	SW	600
BEDFORDSHIRE	Bd	Bedford, Central Bedfordshire, Luton	E	300
BERKSHIRE	Bk	Bracknell Forest, Reading, Windsor & Maidenhead, West Berkshire, Wokingham	SE	600
BUCKINGHAMSHIRE	Bu	Buckinghamshire, Milton Keynes, Slough	SE	1000
CAMBRIDGESHIRE	Ca	Cambridgeshire, Peterborough	E	300
CHESHIRE	Ch	Cheshire East, Cheshire West & Chester, Halton, Stockport, Trafford, Wirral	NW	1200
CLEVELAND	Cv	Hartlepool, Middlesbrough, Redcar & Cleveland, Stockton- on-Tees	NE	200
CORNWALL	Co	Cornwall, Isles of Scilly	SW	300
CUMBRIA	Cu	Cumberland, Westmorland & Furness	NW	***
DERBYSHIRE	Dy	Derby, Derbyshire	W	400
DEVON	Dv	Devon, Plymouth, Torbay	SW	200
DORSET	Do	Bournemouth, Christchurch & Poole, Dorset	SW	100
DURHAM	Du	County Durham, Darlington, Gateshead, South Tyneside, Sunderland	NE	100
ESSEX	E	Barking & Dagenham, Essex, Havering, Newham, Redbridge, Southend-on-Sea, Thurrock, Waltham Forest	E+L*	800
GLOUCESTERSHIRE	Gs	Gloucestershire	SW	300
HAMPSHIRE	Ha	Hampshire, Portsmouth, Southampton	SE	800
HEREFORDSHIRE	Hr	Herefordshire	W	100
HERTFORDSHIRE	He	Hertfordshire	E	500
ISLE OF WIGHT	IoW	Isle of Wight	SE	100
KENT	K	Bexley, Bromley, Greenwich, Kent, Lewisham, Medway	SE+L*	1400
LANCASHIRE	La	Blackburn with Darwen, Blackpool, Bolton, Bury, Knowsley, Lancashire, Liverpool, Manchester, Oldham, Rochdale, Salford, Sefton, St Helens, Tameside, Warrington, Wigan	NW	2400
LEICESTERSHIRE	Le	Leicester, Leicestershire, Rutland	E	700
LINCOLNSHIRE	Li	Lincolnshire, North East Lincolnshire, North Lincolnshire	NE	100
MIDDLESEX	Mi	Barnet, Brent, Camden, City of London, Ealing, Enfield, Hackney, Hammersmith & Fulham, Haringey, Harrow, Hillingdon, Hounslow, Islington, Kensington & Chelsea, Tower Hamlets, Westminster	L*	1300
NORFOLK	Nk	Norfolk	E	300
NORTHAMPTONSHIRE	Np	North Northamptonshire, West Northamptonshire	E	600
NORTHUMBERLAND	Nd	Newcastle-upon-Tyne, Northumberland, North Tyneside	NE	300
NOTTINGHAMSHIRE	Ng	Nottingham, Nottinghamshire	E	100
OXFORDSHIRE	Ox	Oxfordshire	SE	400
SHROPSHIRE	Sp	Shropshire, Telford & Wrekin	W	100
SOMERSET	So	North Somerset, Somerset	SW	400
SOUTH YORKSHIRE	Ys	Barnsley, Rotherham, Sheffield	NE	300
STAFFORDSHIRE	St	Sandwell, Staffordshire, Stoke-on-Trent, Walsall, Wolverhampton	W	600
SUFFOLK	Sk	Suffolk	E	100
SURREY	Sy	Croydon, Kingston-upon-Thames, Lambeth, Merton, Richmond-upon-Thames, Southwark, Surrey, Sutton, Wandsworth	SE+L*	700
SUSSEX	Sx	Brighton & Hove, East Sussex, West Sussex	SE	900
WARWICKSHIRE	Wa	Birmingham, Coventry, Solihull, Warwickshire	W	1100
WILTSHIRE	Wi	Swindon, Wiltshire	SW	400
WORCESTERSHIRE	Wo	Dudley, Worcestershire	W	800
YORKSHIRE	Y	Bradford, Calderdale, Doncaster, East Riding of Yorkshire, Kingston-upon-Hull, Kirklees, Leeds, North Yorkshire, Wakefield, York	NE	1500

*TTE Local Organising Group. The 33 London Boroughs are covered by TTE's London LOG

**Approximate number of members recorded in the electoral register of June 2025.

***No county association

Appendix E - Examples of good practice in county development

Sussex County will be hosting a Senior 4* in the 25/26 season. TTE have been working with them to get the event off the ground. Using this as a springboard for development, Sussex have brought their local leagues together to become closer to the county and to support this activity. The county are now starting to plan some umpire courses to train local people to officiate at the Senior 4* and then beyond in local league, county competitions and other local competitions. The county also bought and invested, with support from the leagues into new tables so they could become self-sufficient in delivering competitions.

Cumbria County has been working with the Area Manager to put on a junior 1* in the county to support competitive opportunities for new juniors coming into the sport. This was successfully delivered in March 2025.

Cornwall County has successfully engaged with and been supported by the Area Manager. Their AGM saw a successful recruitment of new volunteers with a fresh skillset and a desire to push the sport forward. The county supported an umpires course and is supporting a South-West Training Camp and coaching conference.

Appendix F - Model Constitution for a County Association

Note: A County Association will be permitted to change Sections 1 and 2 only in exceptional circumstances. Apart from that, they have a wide discretion to adapt the Model to their individual requirements and proposed changes will be approved unless there is good reason to refuse them. The Model is limited to the minimum required to enable a County Association to function effectively. Some County Associations may wish to add provisions to cover other matters. Words in square brackets [] are examples only and County Associations should replace them with their own requirements; words in italics are for guidance and are not part of the Model.

[BARSETSHIRE COUNTY] TABLE TENNIS ASSOCIATION CONSTITUTION

NAME

- 1.1 The Association shall be called [Barsetshire County] Table Tennis Association and is referred to in this constitution as the 'Association'.

2 STATUS AND RELATIONSHIP WITH TABLE TENNIS ENGLAND

- 2.1 The Association recognises the English Table Tennis Association Ltd, which trades as 'Table Tennis England' (referred to in this constitution as 'the Company') as the National Governing Body for table tennis in England.
- 2.2 The Association shall be the County Association for the area defined in the Company Articles and Regulations as the County of [Barsetshire].
- 2.3 The Association shall comply with the Company Articles and Regulations. This Constitution is to be read as being consistent with the Company Articles and Regulations and, in the event of any conflict arising, the Company Articles and Regulations shall prevail with the hierarchy of the Articles taking priority over the Regulations.
- 2.4 The objects of the Association shall be to fulfil the functions of a County Table Tennis Association and to further the objects of the Company in the County. In particular, the Association shall act as the controlling and governing body for the sport in the County subject to any overriding decisions of the Board, assist and encourage the formation of table tennis leagues and clubs in the County and promote the sport in every possible way.
- 2.5 In this Constitution and any Regulations made hereunder words and phrases defined by the Company Articles and Regulations and not otherwise defined in this Constitution shall have the meaning assigned to them by the Company Articles and Regulations unless the context precludes such an interpretation.
- 2.6 No alteration to this Constitution shall take effect until approved by the Board.
- 2.7 In the event of the dissolution of the Association, any surplus assets remaining after discharge of liabilities shall automatically vest in the Company.

3 AFFILIATION

- 3.1 Every Affiliated Organisation which the Board determines is within the jurisdiction of the Association shall affiliate to the Association unless exempted by the Board.
- 3.2 No individual or organisation may affiliate to the Association unless affiliated to the Company.

- 3.4 Every league or club applying for affiliation shall complete the current membership form which shall be signed by an official on its behalf.
- 3.5 Every organisation affiliated to the Association shall send to the Association not later than [30 September] a copy of its current Rules.

4 AFFILIATION FEES

- 4.1 Affiliation Fees shall be determined by the Annual General Meeting or an Extraordinary General Meeting.
- 4.2 Affiliation Fees shall be paid not later than [30 September].

5 RECOGNITION

- 5.1 The Association shall recognise and cooperate with organisations recognised by the Company and with any County Schools Table Tennis Association, Schools League or School Club which is within its county area.

6 OFFICERS

- 6.1 The Officers of the Association shall be: Chair, Vice-Chair, General Secretary and Treasurer. *[Insert others as appropriate]*.
- 6.2 The Officers shall be elected by the Annual General Meeting and shall serve from the end of the meeting at which they are elected until the end of the Annual General Meeting following; they shall be eligible for re-election.

7 NATIONAL COUNCILLOR AND DEPUTY NATIONAL COUNCILLOR

- 7.1 In accordance with the Table Tennis England Articles and Regulations, between 1 May and 15 June in each year, the [managing committee] shall elect a National Councillor and a Deputy National Councillor to represent the County from the next Company AGM to the following one, after considering all nominations submitted to them by affiliated leagues, clubs and individuals.
- 7.2 The circumstances under which the Association may suspend or terminate the appointment of a National Councillor or Deputy National Councillor are set out in Part C of the regulations (County Administration).
- 7.3 The Association shall send the election result in the form the Company prescribes, signed by the General Secretary or another member of the committee if the General Secretary position is vacant and one other person who shall be its Chair, Vice-Chair or Treasurer, to reach the Company by 20 June.
- 7.4 Prior to the Company holding a general meeting, or company members electing a director, the National Councillor and the [managing committee] shall consult, and wherever possible agree, how the National Councillor will vote.
- 7.5 The National Councillor or Deputy National Councillor shall report to the next meeting of the [managing committee] on matters discussed at Company general meetings and National Council meetings, including how they voted,

8 MANAGEMENT

- 8.1 The affairs of the Association shall be managed, subject to the control of the Annual General Meeting, by a managing committee, which shall be called the [Executive

- Committee], consisting of the Officers, National Councillor and [one] representative appointed by each Local League. *[Insert any others]*.
- 8.2 The [managing committee] may co-opt not more than [three] other members of the Association. Co-opted members [shall] have the right to vote.
 - 8.3 The [managing committee] may fill a casual vacancy in any Office or on the [managing committee] until the next Annual General Meeting.
 - 8.4 The [managing committee] shall meet [at least quarterly].
 - 8.5 At least [seven] days' notice in writing of the place, date and time of every meeting shall be sent to every member of the [managing committee].
 - 8.6 The quorum of the [managing committee] shall be [five].
 - 8.7 In the absence of Chair and Vice-Chair the [managing committee] shall elect one of its members to take the chair for the meeting.
 - 8.8 Every question at a meeting of the [managing committee] shall be determined by a majority of the members present and voting, each member having one vote. In the case of an equality of votes the chair of the meeting shall have a second or casting vote.
 - 8.9 The [managing committee] may make Regulations to cover such matters not dealt with in this Constitution as it thinks fit.
 - 8.10 The [managing committee] may appoint such sub-committees as it thinks fit and may delegate any of its duties and powers to them.

9 ANNUAL GENERAL MEETING

- 9.1 The Association shall hold an Annual General Meeting (AGM) in [May, June or July].
- 9.2 The General Secretary of the Association shall give at least fourteen days' notice in writing of the place, date and time of a General Meeting together with the Agenda, to the Officers, the National Councillor, the Deputy National Councillor and the General Secretary of each affiliated organisation.
- 9.3 Each Local League shall appoint an Accredited Representative to attend each General Meeting and cast its votes.
- 9.4 The Officers, National Councillor and Accredited Representatives of Local Leagues may attend, speak and vote. All other Members may attend and, with the permission of the Chair, speak but may not vote.
- 9.5 The following items shall be included in the AGM Agenda: (1) Minutes of the previous AGM (2) Minutes of any EGM held since the previous AGM (3) Annual Report of the [Executive Committee] (4) Statement of Accounts (5) Propositions (if any) to alter the Constitution (6) motions of which the General Secretary has received notice in writing not later than [twenty-eight days] before the meeting (7) Election of Officers (8) Election of [managing committee] Members (9) Appointment of a suitable person to check the accounts in accordance with Section 11.4.
- 9.6 Motions not included in the Agenda shall not be voted upon except with permission of the chair.
- 9.7 Voting may be by show of hands of those entitled to vote but before or immediately after a show of hands vote any person entitled to vote may require voting to be by poll instead.
- 9.8 When voting is by poll [each Officer and the National Councillor shall have one vote and each Local League shall have one vote].

10 EXTRAORDINARY GENERAL MEETING

- 10.1 An Extraordinary General Meeting (EGM) shall be convened on a resolution of the [managing committee] or within 28 days after receipt by the General Secretary of a requisition signed by [two Local Leagues] stating the business to be transacted at the meeting.
- 10.2 Section 9, except clauses 9.1 and 9.5, shall apply to an EGM.
- 10.3 An EGM shall transact only such business as is specified in the resolution or requisition convening it.

11 FINANCE

- 11.1 The funds of the Association shall be kept at a Bank or invested in a Building Society or other security approved by the Association.
- 11.2 The [managing committee] shall appoint the persons authorised to sign cheques etc, drawn on Bank, Building Society and other accounts and they shall be signed by at least two such persons.
- 11.3 The Financial Year of the Association shall end on [31 March].
- 11.4 The AGM shall appoint a suitable person, who is not a member of the [managing committee], to check the accounts of the Association annually and report on them to the next AGM.
- 11.5 All income and property of the Association from whatever source derived shall be applied solely to the promotion of the objects of the Association.

12 DISCIPLINE

- 12.1 The regulations governing the circumstances under which the Association may take disciplinary action against an organisation or member affiliated to it and the procedures for doing so are set out in Annex 2 of Part D of the regulations (Disciplinary Action by Affiliated Organisations).

13 RIGHT OF APPEAL

- 13.1 The circumstances in which an Affiliated Member may appeal to the Association and the way the appeal shall be conducted shall be as set out in the Company's Articles and Part E of its regulations (Right of Appeal).

14 MATTERS NOT COVERED BY THE CONSTITUTION

- 14.1 Any question or matter arising which is not provided for in this Constitution shall be dealt with by the [managing committee].

15 ALTERATION OF THE CONSTITUTION

- 15.1 This Constitution may be altered only by decision of an AGM or of an EGM convened for the purpose and the amendment shall then be subject to the approval of the Board of the Company.
- 15.2 Propositions for such alteration to be considered by the next AGM shall be submitted in writing to reach the General Secretary not later than [1 March].
- 15.3 All propositions so received shall be circulated to all Local Leagues and Directly Affiliated Clubs affiliated to the Association not later than [31 March].

- 15.4 Amendments or alternative propositions dealing with the same subject matter shall be accepted for consideration by the AGM if submitted in writing and received by the General Secretary not later than [14 April].
- 15.5 Propositions for such alterations to be considered by an EGM shall be submitted to the General Secretary in writing together with the requisition for the EGM.
- 15.6 Before any resolution altering this Constitution shall be declared carried at least [two thirds] of the total votes cast must be in favour of that resolution.

The resolution adopting this Constitution was carried by the requisite majority at the Annual General Meeting of the Association on [1 June 2030] and it came into effect on approval by Table Tennis England on [1 July 2030].