

ALBURY WODONGA
TABLE TENNIS ASSOCIATION INC.
BY-LAWS

(Reviewed 13 October 2023)

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1. INTRODUCTION

1.1 The rules/guidelines in this publication are the **By-Laws of Albury Wodonga Table Tennis Association inc.** hereinafter referred to as **AWTTA inc.** or the **Association**.

1.2 All Association activities, pennant matches, finals, club championships and tournaments will be conducted in line with these By-Laws.

1.3 The By-Laws contained herein are to be read in conjunction with:

1.3.1 The ITTF Laws of Table Tennis;

1.3.2 The Statement of Purposes and Rules of Albury Wodonga Table Tennis Association Inc; and

1.3.3 The Associations Incorporation Act 1984 NSW

1.4 The Committee has the right to:

1.4.1 decide all written disputes;

1.4.2 decide player and/or team grading; and

1.4.3 interpret and apply rules and regulations pertaining to AWTTA inc. and its events.

1.4.4 Refuse an application for membership or membership renewal

1.4.5 Delegate minor disputes to Division Coordinators and Pennant Coordinator.

1.5 Should any issue arise for which the provisions of **By-Law 1.3** does not cover or requires interpretation, the Committee at a properly convened meeting shall take such action as deemed necessary to:

1.5.1 protect the interests of the Association;

1.5.2 to promote fair competition; and/or

1.5.3 protect the rights of members.

1.6 If time constraints do not allow a properly convened meeting of the Committee for the purposes of **By-Law 1.5** then the Executive Committee shall confer and take such action.

2. MEMBERSHIP

2.1 All players are required to be a member of the Albury Wodonga Table Tennis Association Inc.

2.2 The membership year is from 01 January to 31 December each year.

2.3 Members are one of: adult members, life members, junior members, social members, unregistered fill-in players or non-playing members

2.3.1 An adult member is aged 18 years or older at 1st January of that year;

2.3.2 A Life Member is defined at **By-Law 3 Life Membership**;

2.3.3 A junior member is aged less than 18 years at 1st January of that year;

2.3.4 A social member is a person who is not playing competition Table Tennis but uses the facilities of the Association in a related manner.

2.3.5 An unregistered fill-in player under this By-Law (Refer also **By-Law 8.0 Fill-in Players**) is a person not a member as described at **By-Law 4.1.1.1 – 4.1.1.4**.

2.3.5.1 An unregistered fill-in player may play three (3) times before an appropriate membership fee is payable.

2.3.6 A non-playing member who is not playing social or pennants.

3. LIFE MEMBERSHIP

3.1 Nomination

- 3.1.1 Any member can nominate any other member for Life Membership.
- 3.1.2 Nomination must be in writing and addressed to the Secretary of the Association.
- 3.1.3 Such nominations received by the Secretary will be presented at the next properly convened Committee meeting.
- 3.1.4 The Committee will investigate, debate and vote on the nomination.
- 3.1.5 Life Membership will only be conferred if there is a **UNANIMOUS VOTE BY ALL MEMBERS OF THE COMMITTEE.**

3.2 Qualification

- 3.2.1 To qualify for consideration as a Life Member, a member must:
 - 3.2.1.1 be a current member;
 - 3.2.1.2 have at least 10 years continuous membership;
 - 3.2.1.3 have served on the Executive and/or Committee for a total minimum of 6 years; and
 - 3.2.1.4 have made significant and valuable input to the Association in that time.

3.3 Entitlements

- 3.3.1 The membership and TTV Inc affiliation fee (Refer **By-Law 4.2 Purpose of Membership fees**) components of the seasonal registration fee is waived.
- 3.3.2 Playing fees for all pennant seasons, social sessions, Keenager sessions and practice sessions are waived. Life members will still pay entry fees for TTV sanctioned tournaments.

3.4 Recognition

- 3.4.1 a certificate and plaque will be issued to the recipient; and
- 3.4.2 the recipient's name will be added to the list on the honour board on a clubroom wall.
- 3.4.3 a photo with a brief overview of the recipient's contribution will be placed on clubroom wall.

4. FEES

4.1 Membership fees

- 4.1.1 Membership fees are structured at 4 levels as per TTV fee structure. They are:
 - 4.1.1.1 Competition – Adult (non-concession). Competition at any level up to National.
 - 4.1.1.2 Competition – Concession (Includes Juniors; University/TAFE students with current enrolment; current Seniors Card holder; NDIS eligible individuals; Pension Card Holders; Newstart [or equivalent] Allowance recipients; and Health Care Card holder. Proof required)
 - 4.1.1.3 Social / Coach / Committee / Referee / Umpire (Includes Keenagers, if not playing Pennant; non-playing Committee Members; and non-playing coordinators)
 - 4.1.1.4 Life Membership (refer **By-Law 3.0**). And
- 4.1.2 All membership fees are due and payable for the first season (if applicable) played by a member for that year. As per TTV application form, half year Competition fees apply from July 1, if first pennant game for year is on or after July 1.
- 4.1.3 Fees must be paid within the first three (3) weeks of the season and are non-refundable
- 4.1.4 The AWTTA Committee members are exempted from paying membership fees only during their term of sitting on the committee.

4.1.5 The AWTTA coordinators are exempted from paying membership fees only during their time as coordinators.

4.1.6 For cessation of membership, see Constitution Part 2, item 4.

4.2 Purpose of Membership fees

4.2.1 The component parts of membership fees include:

4.2.1.1 Membership in the Association under the Association Incorporation Act 1984 NSW.

4.2.1.2 Affiliation with Table Tennis Victoria Inc.

4.2.1.3 Sports injury insurance.

4.2.1.4 Public Liability insurance.

4.3 Pennant match fees

4.3.1 Purpose of pennant match fees.

4.3.1.1 Pennant match fees are charged to cover:

4.3.1.1.1 the cost of balls;

4.3.1.1.2 electricity;

4.3.1.1.3 upgrade of equipment;

4.3.1.1.4 maintenance;

4.3.1.1.5 administration;

4.3.1.1.6 Country Week entries

4.3.2 All players, with the exception of Division Coordinators, are required to pay a pennant match fee (Refer also to **By-Law 3.0 Life Membership**). This fee, which is set by the Committee, is to be paid nightly and is non-refundable:

4.3.2.1 Coordinators' Playing Fees

A Division Coordinator will be credited his/her nightly playing fees (or an immediate family member's playing fees) to the value of one full adult member for each division coordinated. If the coordinator is not a player, nor has a family member playing, no payment as such is made to the coordinator. Nightly fees are only credited for the duration of the coordination role. If the person is removed from the role by the Committee, or chooses to stand down, nightly fees are no longer credited.

4.4 Pennant Match Fee Structure

4.4.1 There are six (6) types of pennant fees:

4.4.1.1 Adult player.

4.4.1.2 Life Member.

4.4.1.3 Concession rate.

4.4.1.3.1 includes full-time student, pensioner and unemployed (Proof must be shown to the Division Coordinator or an Executive Committee Member to receive concession rates).

4.4.1.4 Division 5 player.

4.4.1.5 Family rate.

4.4.1.5.1 a reduced rate for a family of 3 or more players in a pennant season regardless of the divisions involved.

4.4.1.5.2 Any full paying adult in the family will be charged 50% of the going rate

4.4.1.5.3 The definition of **"Family"** is one, or both, parents and dependent children.

4.4.1.6 Fill-in player.

4.5 Keenagers session fees

There are no concessions for Keenager sessions. All participants pay the set fee, with the exception of Life Members.

5. PLAYER ELIGIBILITY

5.1 Pennant Matches

5.1.1 A player must be a paid up member of the Association for the current pennant season.

5.1.2 A player can only play in the division approved by the Grading Committee or the Division Coordinator

5.2 Pennant Finals Matches

5.2.1 A player must be a paid up member of the Association for the current pennant season.

5.2.2 A player must have played at least thirty per cent (30%) of matches, for their allocated team, in the current pennant season at that division level.

5.3 Club Championships

5.3.1 A player must be registered with AWTTA Inc. as a competition (pennant) player.

5.3.2 A player must have played at least four (4) pennant matches in any one season in the current calendar year.

5.3.3 A player must play in the division level stipulated as their assessed division at the time of the Club Championships.

5.3.3.1 A player's assessed division will be the highest-level division they have played in, excluding as a fill-in only, during the current calendar year; or eligible season/s if they are postponed.

5.4 Leading Player

5.4.1 The Leading player for each Division for the season will be the player with the most Match wins for the season, excluding finals matches.

5.4.2 In the event there are two (2) or more players who are on the same Match wins, the player with the highest winning percentage will be deemed as the leading player.

5.4.3 If there is more than one (1) player with the most Match wins and the same winning percentage, then there will be joint Leading Players.

6. PLAYER RANKING

6.1 Player ranking is decided by player points in Ratings Central.

7. TEAM RANKING

In any pennant season, the Team Ladder will be ranked, firstly, according to number of Wins, then by Team Points and then by Team Percentage.

7.1 Team Points

7.1.1 Team points consist of 4 points for a win or 0 points for a loss, plus the number of rubbers won in the match.

7.2 Team Percentage

7.2.1 Team percentage scores are calculated by comparing the number of rubbers won to number of rubbers lost to date.

7.3 Eligibility for Finals

7.3.1 The Division Coordinator will decide how many teams will be eligible for finals before the commencement of each pennant season.

7.3.2 Teams will qualify for finals based on the following order: Total Matches won, then Points, Match Percentage, Games Percentage, Points Percentage.

7.3.3 In the event that one or more teams qualifying for finals are tied on the ladder, as per 7.3.2, ladder placings will be determined using the countback system of ITTF Rules of Table Tennis: 3.7.5.2 – 3.7.5.4.

8. FILL-IN PLAYERS

8.1 Season Pennant Matches

No more than two players per team may fill in for a three-on-three pennant competition and no more than one player per team may fill in for a two-on-two pennant competition. A forfeit is otherwise incurred

8.1.1 A fill-in player should be either, in order of preference

8.1.1.1 the next available lower ranked player (Refer **By-Law 6.0**) of the same or lower team ranking (i.e. Player 1, 2 or 3) who is not playing pennant on that date (has a bye)

8.1.1.2 A player from a lower division

8.1.1.3 an unregistered player (Refer **By-Law 2.3.5**) who is assessed by the Committee or Division Coordinator as having the appropriate skill level to replace the absent player

8.1.1.4 if no-one is available under **By-Law 8.1.1.1** or **8.1.1.2** then a player of lower rank who is currently playing pennant on that date may play both matches; (N.B. This By-Law is only applicable to the lowest division in a pennant season)

8.1.1.5 if no-one is available under either **By-Law 8.1.1.1**, **8.1.1.2**, **8.1.1.3** or **8.1.1.4** then, at the discretion of the Division Coordinator and/or the Executive Committee, a number 1 player of higher ranking, as per Ratings Central points, may play **but cannot play both doubles' rubbers in that match.**

8.1.1.5.1 The number of rubbers won/lost by that player will be included in that team's points score; and

8.1.1.5.2 the player's rubbers won/lost will not be awarded to the player's individual ranking if applicable.

8.1.2 Forfeits:

8.1.2.1 A forfeit will be scored as a 3-8 loss (to the forfeiting team) in a three-on-three pennant competition and a 1-4 loss in a two-on-two pennant competition.

8.1.2.2 Individual player's points in a three-on-three pennant competition, whereby one team has forfeited, will be assigned as follows:

- All players from forfeiting team – 0 wins
- #1 Player from the opposing team – 3 wins
- #2 Player from the opposing team – 3 wins
- #3 Player from the opposing team – 2 wins

8.1.2.3 Individual player's points in a two-on-two pennant competition, whereby one team has forfeited, will be assigned as follows:

- All players from forfeiting team – 0 wins
- #1 Player from the opposing team – 2 wins
- #2 Player from the opposing team – 2 wins

N.B. Wins will be credited only on the basis that under normal conditions the player was available to compete. If a player was absent in play against a forfeiting team, the absent player will not be credited with wins.

8.2 Finals' Pennant Matches

- 8.2.1 A fill-in player must be the next available equal or lower ranked player by percentage, having played a minimum of 50% of the current pennant season and who:
- 8.2.1.1 is not playing in that division's current finals matches in another team; or
 - 8.2.1.2 has not played in that division's current finals matches in another team.
 - 8.2.1.3 In the event that the next available equal or lower ranked player is a tie between two or more players (equal points and %) then the captain of the team requiring the fill-in will choose one of the tied players to be his fill-in and advise the opposing team immediately the decision has been made
 - 8.2.1.4 If both teams require the same fill-in player(s), the captain of the team finishing higher on the ladder at the end of the regular season will have first choice of the fill-in
- 8.2.2 Where a team requires 50% or more of its total number of players as fill-in players then either:
- 8.2.2.1 by negotiation between the Committee and both teams in the finals match and with the final approval of the opposing team, reschedule the match to a normal pennant night of another Division but for completion before the next pennant night of that Division; or
 - 8.2.2.2 the match proceeds with no more than one fill-in player per team; or
 - 8.2.2.3 a forfeit is incurred

9. SCORING FOR BYES WITHIN A SEASON

- 9.1 Teams will be awarded 10 points (6 rubbers and 4 win points) and 18 games for each bye appointed to them;
- 9.2 Individual player ranking points (i.e. rubbers won) will be awarded to players in teams which have an extra bye appointed to them. The points will be awarded according to the player team ranking i.e. the #1 player is awarded 3 rubbers, the #2 player 2 rubbers and the #1 player 1 rubber

10. SCORESHEETS

10.1 Completion of scoresheets

- 10.1.1 It is the responsibility of the umpire calling the current rubber to ensure the scores for that rubber are noted on the scoresheet in a legible manner;
- 10.1.2 It is the responsibility of the captains of both teams to ensure the scoresheet, at the end of the match, is fully completed including
- all players full names are listed;
 - rubber and games tallies are completed;
 - individual player wins/losses are noted; and
 - the sheet is handed into the office.

11. UMPIRES

11.1 Responsibility of players

- 11.1.1 learn and understand the basic rules of table tennis;
- 11.1.2 accept the responsibility of umpiring games when required;
- 11.1.3 apply the rules in a fair and unbiased manner.

11.2 Pennant Matches

- 11.2.1 The responsibility for umpiring rubbers in a pennant match is shared by all players of both teams;
- 11.2.2 The order of umpiring by each member is listed in the last right-hand column on the scoresheet

11.3 Pennant Finals' Matches

- 11.3.1 Quarter Finals and Semi-finals Matches
 - 11.3.1.1 Captains of opposing teams can decide on using team members for any or all of the match's rubbers.
 - 11.3.1.2 A captain of either team can request that the Division Coordinator or a Committee Member supply an independent umpire.

11.4 Grand Final Umpires

- 11.4.1 independent; and
- 11.4.2 appointed by the Division Coordinator.

11.5 Club Championship Matches

- 11.5.1 Opening match umpire
 - 11.5.1.1 A volunteer with appropriate knowledge and with the approval of both players; or
 - 11.5.1.2 A person appointed by the Championship Coordinator.
- 11.5.2 Subsequent match umpires including the semi-final match
 - 11.5.2.1 The losing competitor of the preceding match;
 - 11.5.2.2 A person appointed by the Championship Coordinator.
- 11.5.3 Grand Final Match umpire
 - 11.5.3.1 A person appointed by the Championship Coordinator.

12. COACHING

12.1 Regular Pennant Season

- 12.1.1 Players may be coached by one (1) person only and coaching may only occur before match play and upon completion of a game/set.

12.2 Pennant Finals

- 12.2.1 Players may be coached by one (1) person only, belonging to their team, and coaching may only occur before match play and upon completion of a game/set.

12.3 Club Championships

- 12.3.1 Players may not receive coaching during club championship matches.

13. TOURNAMENTS

13.1 Open tournaments conducted by AWTTA Inc will be under the auspices and rules laid down by TTV Inc, AWTTA Inc and ITTF as appropriate.

14. CLOTHING STANDARDS

14.1 Qualification

14.1.1 Clothing standards are described in the ITTF's "The Rules of Table Tennis". At Club level, emphasis is placed on presentation issues that may have an impact on a game.

14.2 Quality

14.2.1 Clothing

14.2.1.1 must be of a neat and tidy appearance

14.2.2 Shoes

14.2.2.1 must have non-marking, flat soles,

14.2.2.2 must not be able to damage the court floor surface

14.2.2.3 must cover the foot completely.

14.3 Description

14.3.1 Clothing must be of plain and subdued colours preferably of similar tones throughout (e.g. all light or all dark);

14.3.2 As a preference, the club uniform should be worn at all sporting events.

14.4 Distraction

14.4.1 Clothing must not cause a distraction to opponent/s;

14.4.2 Clothing must not include any more than 10% in area of the colour white.

14.4.3 A player wearing clothing that does not satisfy **Rules 14.4.1** or **14.4.2** may be directed by the match umpire or a Committee member to either:

14.4.3.1 Remove the article of clothing; or

14.4.3.2 Cover the article of clothing;

14.4.4 Failure to comply with rule **14.4.3** may incur penalties described at **By-Law 15.2 Inappropriate Conduct.**

14.5 Offensiveness

14.5.1 Clothing must not cause offence to anyone.

14.5.2 A member wearing an article of clothing deemed to be offensive will be directed by an authorised Committee Member to either:

14.5.2.1 Remove the article of clothing;

14.5.2.2 Cover the article of clothing; or

14.5.2.3 Leave the building and its environs.

14.5.3 Failure to comply with rule **14.5.2** may incur penalties described at **By-Law 15.2 Inappropriate Conduct.**

15. GENERAL CONDUCT

15.1 Conduct of Members

- 15.1.1 All members of AWTTA Inc must meet the following requirements in regard to conduct during any activity and in any role associated with AWTTA Inc:
 - 15.1.1.1 Respect the rights, dignity and worth of others;
 - 15.1.1.2 Be fair, considerate and honest in all dealing with others;
 - 15.1.1.3 Be professional in, and accept responsibility for, all actions;
 - 15.1.1.4 Make a commitment to providing quality service;
 - 15.1.1.5 Be aware of, and maintain an uncompromising adherence to the Association's standards, rules, regulations and policies;
 - 15.1.1.6 Operate within the rules of the sport including national and international guidelines which govern the sport of Table Tennis, the member associations and the affiliated clubs;
 - 15.1.1.7 Do not use an involvement with the Association to promote your own beliefs, behaviours or practices where these are inconsistent with those of the Association or the sport of Table Tennis;
 - 15.1.1.8 Demonstrate a high degree of individual responsibility especially when dealing with persons less than 18 years of age, as a member's words and actions are an example;
 - 15.1.1.9 Avoid unaccompanied and unobserved activities with persons less than 18 years of age, wherever possible;
 - 15.1.1.10 Refrain from any form of harassment of others;
 - 15.1.1.11 Refrain from any behaviour that may bring the sport of Table Tennis, the Association or an affiliated club into disrepute;
 - 15.1.1.12 Provide a safe environment for the conduct of the activity;
 - 15.1.1.13 Refrain from bringing any animal on-site without the express permission of the Committee
 - 15.1.1.14 Show concern and caution towards others who may be sick, injured or disabled;
 - 15.1.1.15 Be a positive role model; and
 - 15.1.1.16 Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour

15.2 Inappropriate Conduct

- 15.2.1 Any member of the Association, including Committee members can raise a complaint or an allegation of inappropriate behaviour with the Committee, Umpire, Division Coordinator, Pennant Coordinator.
- 15.2.2 A complaint or allegation may be raised verbally, or in writing.
- 15.2.3 The Committee, Umpire, Division Coordinator, Pennant Coordinator or delegated person(s) will, in a timely manner, not delaying for the next set meeting:
 - 15.2.3.1a decide whether there is any merit in pursuing the case as a formal complaint e.g. there may be cases that can be resolved quite simply with a bit of mediation. OR
 - 15.2.3.1b investigate the complaint, interviewing the complainant, the "accused" and any other "witnesses", assessing any evidence presented;
 - 15.2.3.2 decide on the issue of inappropriate conduct;
 - 15.2.3.3 apply penalties on members assessed as conducting themselves inappropriately; and
 - 15.2.3.4 maintain discretion and confidentiality re complaints as much as possible, with others informed only on a need-to know basis.

15.2.4 Inappropriate behaviour penalties include:

- 15.2.4.1 Official reprimand or warning for cases where any of the following penalties are considered to be too severe;
- 15.2.4.2 Loss of points in a game – applied by umpire;
- 15.2.4.3 Loss of a game – applied by umpire;
- 15.2.4.4 Loss of a rubber – applied by umpire or coordinator or Committee;
- 15.2.4.5 Suspension from the Association – applied by the Committee with advice from coordinators where appropriate; or
- 15.2.4.6 Expulsion from the Association – applied by the Committee with advice from coordinators where appropriate.

15.3 Disputes relating to Pennant Competition

- 15.3.1 A member should first attempt to resolve a dispute with their Division Coordinator and/or Pennant Coordinator. If the dispute is not resolved to the satisfaction of the member, they can lodge a dispute with the Dispute and Conduct Sub-Committee.
- 15.3.2 The Committee will appoint a Member Protection Information Officer (MPIO). The MPIO role is to discuss, explain and explore with the person/s the various options open to them in relation to the dispute. This may involve referral to an external agency. The matter may also be dealt with informally. Any member may lodge with the Committee a request for the resolution of any unresolved dispute arising from the conduct of pennant matches and/or interpretation of rules. Members who are under the age of 18 years should be accompanied through the process with a parent or guardian.
- 15.3.3 The Dispute and Conduct Sub-Committee, if called upon, will be formed of a minimum of three (3) persons from the following and being present at the time of the issue occurring: A Committee member, and two (2) members appointed by the Committee. The Dispute and Conduct Sub-Committee dealing with a complaint should have no conflicts of interest in dealing with a particular complaint.
- 15.3.4 All complaints should be dealt with promptly, seriously, sensitively and confidentially. The objective of handling a complaint is to respect all members' rights and to resolve the complaint through mediation and arbitration.
- 15.3.5 The Dispute and Conduct Sub-Committee will consider any request as soon as possible, preferably immediately, but prior to the next properly convened Committee Meeting
- 15.3.6 The Dispute and Conduct Sub-Committee must agree unanimously on any resolution and if unable to do so, the matter must be referred to the Committee.
- 15.3.7 Any resolution made by the Dispute and Conduct Sub-Committee must be documented (Resolution Form – Appendix A) and presented at the next properly convened Committee Meeting.
- 15.3.8 If any decision made by the Dispute and Conduct Sub-Committee is further disputed, the matter is to be referred to the Committee.
- 15.3.9 If a resolution made by the Dispute and Conduct Sub-Committee warrants a penalty, the Sub-Committee may only enforce up to By-Law 15.2.4.4 (Loss of a rubber). Any higher penalties must be approved by the Committee.
- 15.3.10 If the dispute arises as a result of conducting a pennant match, the scoresheet must be noted, signed by the team captain and countersigned by the opposing team's captain.
- 15.3.11 Should a member not be satisfied with the handling of a Complaint; they can appeal to the Committee.

15.4 Member Availability to Play

- 15.4.1 It is the responsibility of each player to make himself/herself available for the commencement of a game.
- 15.4.2 Unless the opposing team captain has approved otherwise, a player must be available to commence:
 - 15.4.2.1 A pennant match at 7:00pm for Divisions 1, 2 and 4; 6.30pm for Division 3; and
 - 15.4.2.2 play within 5 minutes of the cessation of the preceding rubber. If the player is unavailable to begin play at the specified time as stipulated in **By-Law 15.4.2**
 - 15.4.2.3 the first game of the rubber is forfeited.
 - 15.4.2.4 after a further 5 minutes has elapsed, the second game of the rubber is forfeited.
 - 15.4.2.5 after a further 5 minutes has elapsed the third game of the rubber is forfeited and in a “best of 5 games” rubber, the rubber is lost and the scoresheet is noted appropriately.
 - 15.4.2.6 after a further 5 minutes has elapsed in a “best of 7 games” rubber, the fourth game of the rubber is forfeited, the rubber is lost and the scoresheet is noted appropriately.

15.5 Players unable to play a scheduled match

- 15.5.1 Notification
 - 15.5.1.1 Players must endeavour to give 24 hours notification to the Division Coordinator.
- 15.5.2 Repeated Failure to Notify of Absence
 - 15.5.2.1 The offender is referred to the Division Coordinator or a Committee appointed representative for resolve.
 - 15.5.2.2 Appendix B - “Player No Show” procedure is followed, and documentation completed.

APPENDIX A -1

DISPUTE AND CONDUCT RESOLUTION FORM

Alleged Offence (including time and date).....

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Correspondence Received (attach all documentation)

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Dispute & Conduct Sub-Committee Formed (minimum 3 persons)

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Resolution Meeting:

Time and Date.....

Attendees.....

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APPENDIX A -2

Summary of Meeting: (attach any further documentation: minutes etc)

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Resolution of Sub-Committee (must be unanimous):

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Presented to the Committee (next meeting date):

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Completed By.....Date.....

APPENDIX B - 1

PROCEDURE FOR DEALING WITH PENNANT PLAYER NO-SHOWS

1. Upon a repeat of the offense, the Division Coordinator, or a Committee appointed representative, will make contact with the player involved and discuss:

- The reason(s) for the absences
- The reason(s) for not contacting the Club / coordinator
- The impact a no-show has on his/her team, the opponents, the ladder and ultimately the season
- A surety of further no-shows not re-occurring
- What will happen if further instances arise

2. If, after the above counselling has taken place, a no-show occurs, the Division Coordinator or appointee will bring the matter before the Committee who will rule on:

- Using the player as a fill-in only
- Asking the player to leave / suspending the player
- Any other ruling, resulting in the most favourable outcome for the division

APPENDIX B - 2

PENNANT PLAYER NO-SHOWS

Player name: **DIV.**.....

No-Show Dates (minimum two):.....**&**.....

.....
.....

Counsellor: **Date:**

Counsellor Comments:

.....
.....
.....
.....
.....
.....
.....

Further No-Show Date:

Referred to Committee (Date of meeting):

Committee Ruling:

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.....

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