



TERMS OF REFERENCE

English Leagues Cup Competitions Committee

Issue 1, 12th August 2021

The English Leagues Cup Competitions Committee (hereafter 'the committee') shall be an operational committee of Table Tennis England ('TTE'), responsible to the Head of Competitions & Events

Purpose

The purpose of the committee shall be:

- To administrate English Leagues Cup Competitions, comprising:
 1. The A J Wilmott Cup (Senior men)
 2. The J M Rose Bowl (Senior women)
 3. The J Carter Cup (Junior boys)
 4. The L M Bromfield Trophy (Junior girls)

Please refer to Table Tennis England regulations <https://tabletennisengland.co.uk/compete/rules-regs/laws/>

Composition

The Chair of the committee shall be an appointed role.

The Members of the committee shall include: the Chair, a Secretary), Referee, Deputy Referee and the Head of Competitions & Events (or their designate).

The Committee will designate one of its number as the Organiser, to be responsible for the administration of the competition; the Organiser must hold at least the Tournament Organiser Level 2 qualification.

All members of the committee whose appointed role is not representative in nature shall fulfil their position in furtherance of the general objectives of the committee.

All members of the committee shall be current Table Tennis England members. A member of the committee whose Table Tennis England membership has lapsed shall no longer be a member of the committee.

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

Appointments

The Chair shall be appointed by Board for a tenure of 2 years.

Other committee members shall be appointed by the Chair with the approval of the Head of Competitions & Events, for a tenure of 2 years.

All members including the Chair may serve for a maximum of tenure of 4 consecutive terms, unless exceptionally agreed by TTE Network Group or Board. All members including the Chair will be eligible for reappointment after a 2 year break.

All roles, including the Chair, shall be promoted via open advertisement on the Table Tennis England website.

Table Tennis England may take positive action in the form of proportionate measures to encourage or train people from under-represented groups to apply for volunteer roles, overcome a perceived disadvantage or meet specific needs based on a protected characteristic

A register shall be maintained by Table Tennis England detailing committee members, tenure, appointment process and other relevant information.

Co-opted members and additional positions may be permitted with the agreement of both the Chair and the Head of Competitions & Events.

Meetings

The committee shall meet at least once per season, and additionally as required, either physically or virtually. Day-to-day Committee business will be carried out via email.

The quorum of the meeting shall be 50%+1, but must include the Chair and the Head of Competitions & Events (or their designate)

Minutes of each meeting shall be produced and maintained.

Committee members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed committee business, in line with the Table Tennis England volunteer expenses policy.

Responsibilities

1. To administrate the English League Cup Competitions, inc processes for:
 - a) Communication with Leagues
 - b) Team Entry and Finance
 - c) Formation of Divisions
 - d) Dates and Fixtures
 - e) Registration, Eligibility and Ranking of players
 - f) Venues, Coordinators and Match Referees
 - g) Match Procedure and Order Of Play
 - h) Pooled Expenses procedures
2. To ensure fixtures and results are maintained and publicly available
3. To ensure results are submitted for rankings processing by the appropriate deadline
4. To liaise with TAP (Tournament Approval Panel), attending such meetings as are required, to agree fixture dates and agree/ notify any changes to established dates



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5. To keep under review TTE Regulations Part F: ENGLISH LEAGUES CUP COMPETITIONS, and to refer using Appendix A any proposals for alterations which may become necessary
6. To keep under review these Terms of Reference, and to refer using Appendix A any proposals for alterations which may become necessary

Reporting

The committee shall report to the Head of Competitions & Events, who shall be responsible for relaying items of note within the Table Tennis England governance and staff structures, and/ or progressing process and policy considerations as required.

Minutes of Committee meetings should be made available to the TTE Competition and Events Manager.

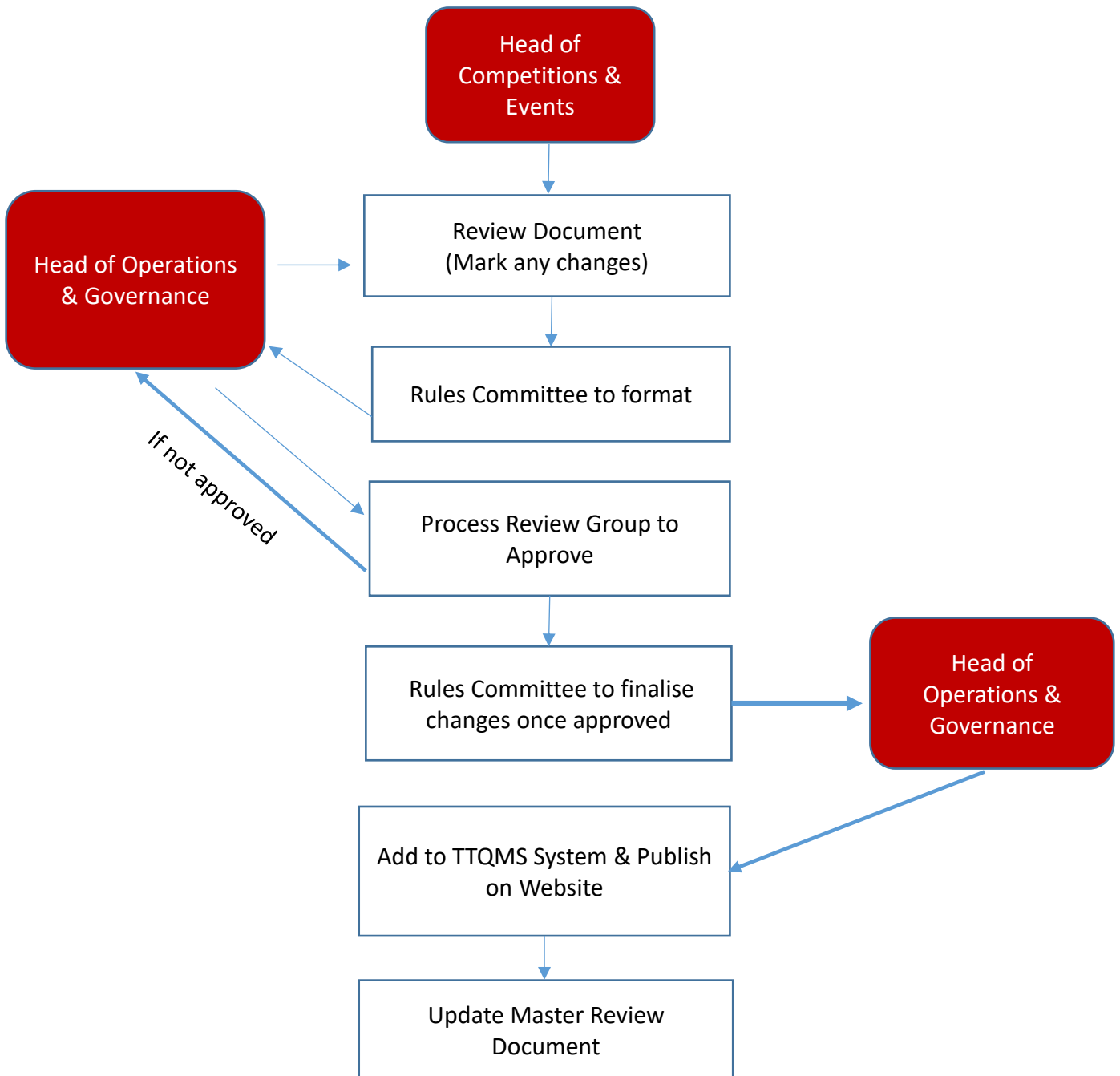
Appeal Procedure

Notwithstanding the *Right of Appeal* and the *Customer Care & Complaints Policy* - in the event that a member has an unresolved query or issue regarding a decision of the Committee, then recourse in the first instance shall be to the Head of Competition & Events.

These Terms of Reference will be reviewed biennially.

Appendix A: Amendment to Articles or Regulations

Originating from Head of Department



Originating from Committee

