

# Rules Book & Constitution

**Approved by**

The Committee on ... August 2016

and

**Endorsed by**

DOOLEYS Sports Council Committee  
on..... November 2016.

*The Rules may be amended by the Committee  
subject to the endorsement of  
DOOLEYS Sports Council Committee  
and  
The Patron of DOOLEYS Table Tennis Club*

# Contents

## 1. Introduction

- 1.1 The Club is an intra-Club of DOOLEYS
- 1.2 Objects of the Club
- 1.3 Adopting all laws and rules set by the International Table Tennis Federation (ITTF)
- 1.4 Weekly games schedule.

## 2. The Roles and Responsibilities of the Committee Members

President, Secretary, Treasurer and Games Organisers

## 3. Forms used by the Club

- Form 1: Calling Sheet for Friday Night Handicap Competitions
- Form 2: Friday Handicap Competition Records
- Form 3: DOOLEYS Table Tennis Membership Application Form
- Form 4: Membership Application - Table Tennis Western Sydney (TTWS)
- Form 5: Provision Grading Application (TTWS)
- Form 6: Bi-Monthly Reports DOOLEYS Sports Council Meeting
- Form 7: Annual Budget Proposal (Financial year from 1 July to 30 June next year)
- Form 8: Incident Report
- Form 9: DOOLEYS Dress Code
- Form 10: DOOLEYS Code of Conduct
- Form 11: Certificates

## 4. Weekly Games and Competitions at DOOLEYS

- Sundays: Social and Family games
- Tuesdays: Western Sydney Inter-Clubs Competitions
- Fridays: DOOLEYS Weekly Handicap Competition

## 5. Table Tennis Western Sydney (TTWS) Competitions

- DOOLEYS Teams
- Eligibility
- Team Captain

## 6. DOOLEYS Weekly Handicap Competitions

## 7. DOOLEYS Annual Championship

Rule 1: Registration

Rule 2: Eligibility

Rule 3: Competition Handicap Point (CHP)

- Exception 1: CHP for Defending Champions
- Exception 2: CHP for TTWS Team members without a handicap points
- Exception 3: CHP does not apply in the Open Singles Championship

Rule 4: Ranking and Assigning players to competition Groups

Rule 5: Prizes for the Winners

Annual Handicap Singles: Format and Rules

Annual Handicap Doubles: Format and Rules

Annual Open Championship for members: Format and Rules

## 1. Introduction

- 1.1. DOOLEYS Table Tennis Club (the Club) is an intra-Club of DDOOLEYS, established under section 7(c) of DOOLEYS Constitution which states that one of the objects of DOOLEYS is:

*‘To provide social club facilities for members and for member’s guests with all the usual facilities of a club and such other social or sporting facilities as may be decided from time to time’.*

- 1.2. Under section 4 of DOOLEYS Table Tennis Club Constitution, the Objects of the Club are:
- To encourage DOOLEYS members and their guests to participate in sports, recreational and community activities;
  - To facilitate DOOLEYS table tennis programs by conducting social/family games and competitions among its members;
  - To participate in Representative and External Competitions with other table tennis Clubs; and
  - To foster a spirit of good fellowship amongst its members.
- 1.3. The Club adopts all the laws and rules of Table Tennis, as published in the International Table Tennis Federation (ITTF) Handbook 2016, including all subsequent amendments. The ITTF is the international governing body of the sport of table tennis. A copy of the Handbook 2016 can be downloaded from:  
[http://www.ittf.com/ittf\\_handbook/2016/2016\\_ITTF\\_HB.pdf](http://www.ittf.com/ittf_handbook/2016/2016_ITTF_HB.pdf)
- 1.4. Table Tennis games are held on Sunday, Tuesday and Friday every week throughout the year at DOOLEYS. All players are required to wear suitable clothing and shoes as per DOOLEYS Dress Code, and observe DOOLEYS Code of Conduct. Players may be disqualified from participation if they fail to observe these Codes.

## **2. The Roles and Responsibilities of the Committee Members**

### **President**

1. Represent the interest of all members of the Club.
2. Chair the Committee meetings
3. Facilitate the discussions and Committee's decision making process.
4. Ensure that all activities conducted by the Club are well-coordinated.
5. Prepare and furnish a bi-monthly report to DOOLEYS Sports Council Committee.
6. Attend DOOLEYS Sports Council bi-monthly meetings and provide feedback to the Committee on relevant issues.
7. Liaise with DOOLEYS via the DOOLEYS Sports Council Committee and the Club's Patron on issues relating to the activities of the Club.
8. Act objectively in an impartial and fair manner consistent with the Code of Conduct of DOOLEYS.

### **Secretary**

1. Maintain the Friday Handicap Competitions Records for the Club.
2. Attend DOOLEYS Sports Council bi-monthly meetings, if required.
3. Participate in the Committee's decision making process.
4. Take and keep the Minutes of the AGM and all Committee Meetings.
5. In conjunction with the Treasurer, maintain and update the membership list of the Club.
6. Keep an inventory of equipment and properties of the Club.
7. Act objectively in an impartial and fair manner consistent with the Code of Conduct of DOOLEYS.

### **Treasurer**

1. Keep all the monies, including membership fees, as collected by the Club.
2. Keep, maintain and update accurate records of members and the Club's finance.
3. Provide the President with an updated Membership List, where appropriate.
4. Where approved by the Committee, provide monies for the purchase of relevant materials to assist the operation of the Club.
5. Attend Committee meetings and participate in the decision making process.
6. Act objectively in an impartial and fair manner consistent with the Code of Conduct of DOOLEYS.

### **Games Organiser (5)**

1. Organise and facilitate the Handicap Competitions on Fridays.
2. Facilitate the Family and Social Games on Sunday nights.
3. Facilitate the Club's Annual Championship.
4. Attend Committee meetings and participate in the decision making process.
5. Assess and assign handicap points to new members.
6. Maintain and update handicap points for all members.
7. Keep, dispense and collect table tennis balls.
8. Act objectively in an impartial and fair manner consistent with the Code of Conduct of DOOLEYS.

### 3. Forms used by the Club

Appropriate forms are required to be used to facilitate the participation of members in the activities of the Club, as follows:

Form Number	Title	Purposes	To be completed by	To be submitted to
1.	Calling Sheet (Friday Night Handicap Competitions)	To assign registered players to the appropriate Competition Group according to their Handicap Points.	The designated Captain of the Group	The Games Organiser / Record Keeper
2.	Friday Handicap Competition Records	To keep the records of players participating in the Friday Handicap Competitions and their Handicap Points	The Secretary	The Club Committee to assist the organisation of the Annual Championship
3.	Membership Application (DOOLEYS TT Club)	To become a member of the Club	Applicant	Treasurer or Secretary of the Club
4.	Membership Application (Table Tennis Western Sydney - TTWS)	To become a member of Table Tennis Western Sydney and NSW (in order to participate in TTWS & NSW Competitions)	Approved new players who wish to participate in TTWS Competitions	Endorsed by the Team Captain. Approved by the Club Committee. Submitted to TTWS Committee
5.	Provision Grading Application (TTWS)	To apply for a provisional grade prior to joining the relevant DOOLEYS Team in the TTWS Competitions	New players who wish to participate in TTWS Competitions	TTWS Committee after being endorsed by the Team Captain and approved by the Club Committee
6.	Bi-Monthly Reports (DOOLEYS Sports Council Meeting)	To submit a bi-monthly report to DOOLEYS Sports Council Committee	President or Secretary	DOOLEYS Sports Council Committee at its bi-monthly meeting
7.	Annual Budget Proposal (Financial year from 1 July to 30 August next year)	To seek financial grants from DOOLEYS to meet all the costs associated with the facilitation of table tennis games and competitions	President in consultation with the Treasurer and the Committee	DOOLEYS Sports Council meeting in February each year, or as required by DOOLEY Sports Council Committee.
8.	Incident Report	To report to DOOLEYS Sport Council Committee of incidents that need to be brought to its attention.	President or Secretary in consultation with the Committee	DOOLEYS Sports Council Committee
9.	DOOLEYS Dress Code	To be observed by all players	N/A	N/A
10.	DOOLEYS Code of Conduct	To be observed by all players	N/A	N/A
11.	Certificates	To recognise the achievements of the Winners by the Club Committee	N/A	N/A

#### **4. Weekly games and competitions at DOOLEYS**

##### **4.1. Sunday (from 7.00pm to 11.30pm): Social and Family games**

- 4.1.1. Each participant may only play a maximum of 20 Minutes in each turn (including Singles and Doubles games).
- 4.1.2. The timer bell will go off at 20-minute intervals. When the bell rings, all players MUST leave the tables regardless of the status of the game so that other players can take their turn.
- 4.1.3. If the number of participants waiting for the games is less than the number of available spots, some participants may have the second round.
- 4.1.4. If the number of participants waiting for the games exceeds the number of the available spots, the Games Organisers have the discretion to require certain participants to play doubles games or wait for another 20 minutes.
- 4.1.5. All members and their guests can participate regardless of their skill level. Children under 18 years of age are not permitted to participate.

##### **4.2. Tuesday (from 7.00pm to 11.30pm) – Western Sydney Inter-Clubs Competitions**

- 4.2.1. Reserved for Western Sydney Inter-Clubs Competitions facilitated by Table Tennis Western Sydney Committee (TTWS) from 1 February to 30 November each year.
- 4.2.2. Only available for members of DOOLEYS Table Tennis Teams for training and practice purposes during the period between 1 February and 30 November each year.
- 4.2.3. Available for Social & Family games during the period of 2 months between 1 December and 31 January where there are no TTWS competition matches being scheduled. A time limit of 20 Minutes applies as per point 4.1.1. above.

##### **4.3. Friday (from 7pm to 11.30pm) – DOOLEYS Weekly Handicap Competition**

- 4.3.1. Reserved for financial members of DOOLEYS Table Tennis Club who have registered by 7.45pm to participate in the competition.
- 4.3.2. New players must register by 7.30 pm to be assessed for their provisional handicap. This could be adjusted during the night, if required.
- 4.3.3. Not available for Social and Family games.
- 4.3.4. Members who wish to participate must either contact a Games Organiser to register by telephone or attend in person to register on-site before 7.45pm.
- 4.3.5. Registration closed at 7.45pm. The Games Organisers have the discretion to decline late registration.

- 4.3.6. Registered players are required to participate fully in the competition and play all the scheduled games.
- 4.3.7. Players who leave the competition midway or decline to play all the scheduled games without a reasonable excuse such as an illness or emergency situation, after one (1) verbal warning, may be disqualified from participating in the following week competition.
- 4.3.8. Winners are awarded with a prize as determined from time to time by DOOLEYS.

## **5. Table Tennis Western Sydney (TTWS) Competition**

### **5.1. DOOLEYS Teams**

- 5.1.1. DOOLEYS provides financial assistance to fund the costs of affiliated membership of Table Tennis Western Sydney and Table Tennis NSW (TTNSW) to enable Club members to participate in the TTWS Competitions.
- 5.1.2. Members of DOOLEYS TTWS Teams also affiliated members of TTNSW and therefore they are not required to pay TTNSW membership fee when they wish to participate in the competitions facilitated by TTNSW.
- 5.1.3. The number of DOOLEYS TT Teams participating in TTWS competitions must be approved by DOOLEYS Sports Committee based on the recommendations made by the Club Committee.
- 5.1.4. While all Teams are encouraged to manage and resolve all issues within the Team based on consensus and co-operative spirit, the Club Committee has the full authority to make the decisions in relation to the Team composition, the selection of the Team Captain and all other aspects of the Teams' participation in TTWS Competitions.
- 5.1.5. In all circumstances, the Club Committee may exercise its discretion to form, maintain or disband any Team or Teams if the Club Committee is satisfied that it is in the interest of the Club to do so.

### **5.2. Eligibility**

- 5.2.1. Any members of the Club who have demonstrated table tennis skills equivalent to the A, B, C or D level and who are interested to participate in TTWS Competitions may express their interest to join a DOOLEYS TTWS Team.
- 5.2.2. The Committee has the discretion to approve or decline any member's application to join a DOOLEYS TTWS Team. If an application is declined, the Committee must provide the reason for its decision to the applicant.
- 5.2.3. The Club Committee may only approve for a new player to join a particular Team if it is satisfied that the applicant meets all the eligibility criteria, including being a registered member of both DOOLEYS and the Club.

5.2.4. Where required, the approved player must fill-out and submit relevant TTWS forms, including an Application for Membership of TTWS (Form 4) and Provisional Grading (Form 5) to the Club Committee via the Captain of the respective Team.

### 5.3. Team Captain

5.3.1. Each Team will nominate a Team member who is willing and able, on a voluntary basis, to be the Captain of the Team.

5.3.2. A Team Captain is required to perform the following tasks:

- a) Facilitate the participation of Team Members in TTWS Competition matches;
- b) Maintain and promote Team cohesion, co-operation and good fellowship through fairness and support of all Team members;
- c) Submit relevant forms, as required by the Club and/or TTWS, such as TTWS Membership Form, Provision Grading Form etc. to ensure proper registration of the Team and all Team members;
- d) Send Match Result sheets to the Grade Recorder of TTWS in a timely manner; and
- e) Co-operate with the Club Committee to serve the interest of the Club and its members.

## 6. **DOOLEYS Weekly Handicap Competition**

- 6.1. Registration by telephone or in person closed at 7.45pm to enable the Games Organisers to have 15 minutes to rank and assign players to relevant competition group. The Games Organisers have the discretion to decline late registration.
- 6.2. The competition commences at 8.00pm.
- 6.3. Between period from 7.00pm when the door opens and 8.00pm when the competition commences, a 15-minute rule applies for players to wish to practice or 'warm-up' prior to the competition.
- 6.4. The ideal number of players to be assigned to each group/table is 8.
- 6.5. If the number of players in any group exceeds 8, the Committee has the discretion to divide the Group into 2-sub groups to enable all eligible members to participate in the competition. The winner of each sub-group will compete in the 'final' for the prize accorded to the Group.
- 6.6. Under no circumstances the Committee or a Games Organiser is permitted to decline, withhold or withdraw the prize money awarded to the winners of the Groups.
- 6.7. The games at each table are facilitated by a designated Group Captain using a Calling Sheet.
- 6.8. The winner in each group will be awarded the prize money provided by DOOLEYS.



## 7. DOOLEYS Annual Championship

- 7.1. A Championship is open to all eligible and registered members of DOOLEYS TT Club on an annual basis. This Championship is held annually at DOOLEYS in September each year.
- 7.2. The Annual Championship has 3 categories including:
- Singles Handicap;
  - Doubles Handicap; and
  - Open Singles for all members of DOOLEYS Table Tennis Club.
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- 7.3. The results of DOOLEYS Annual Championship must be submitted to DOOLEYS Sports Council Committee at the October meeting each year.
- 7.4. Rules of the Annual Championship:

### **Rule 1: Registration**

- Registration closed: 1 week prior to the Championship.
- On-site registration: Not permitted. The Committee has no discretion.
- Ranking & Grouping: 7.30pm - 8.00pm
- Championship commences: 8.00pm

### **Rule 2: Eligibility**

To be eligible to participate in the competitions, a player must meet **two (2)** following criteria:

- (1) Be a registered member of DOOLEYS Table Tennis Club, and
- (2) Has either:
- Played at DOOLEYS Friday handicap competitions at least **five (5) times** since 30 November of the previous year or
  - Represented DOOLEYS in the A, B, C or D Team in the current year TTWS Competitions, either Summer and Winter seasons or both.

### **Rule 3: Competition Handicap Point (CHP)**

The players' CHP will normally be their **highest** handicap point of their Friday night competitions in the last 12 months since the competition last year.

However there are three (3) exceptions:

Exception 1: If the players are the **defending champion** in the Handicap Singles including A, B, C, D and E Grades and Open Singles but their handicap point is not the highest in their Group (A, B, C, D or E) in this year competition, their CHP will be 'upgraded' to the highest CHP in their respective Group plus 1 point regardless of their actual handicap point during the year. This CHP will also be used for the Handicap Doubles.

*For example: Joe is a 'Defending Champion' because he was the Winner of the Handicap Singles D Grade in 2015. In 2016 his highest handicap point is 11 while another player in his Group has the highest CHP of 13. Therefore, Joe's CHP will be 14 (i.e.  $13 + 1 = 14$ ).*

*(This Rule is designed to enhance the chance for another capable player to attain the Championship prize for this year)*

**Exception 2:** If the players represented DOOLEYS in TTWS Competitions during the year but do not have a handicap point because they have not participated in the weekly Friday handicap competitions, they will be assigned a CHP equal to that of the player who has the highest CPH in the group.

*For example: Joe is a member of DOOLEYS D-Team in TTWS in 2016. He has no handicap point because he has not participated in the Friday handicap competitions. In the 2016 Championship Joe is assigned to a Group which has the highest CHP being 13. Therefore, Joe's CHP will be 13.*

**Exception 3:** The CHP will not be used for the purpose of seeding in the Open Singles as seeded 1<sup>st</sup> and 2<sup>nd</sup> are the Winner and the Runner-up of the previous year Championship, and the seeded 3<sup>rd</sup> and 4<sup>th</sup> are randomly selected amongst the 'A' grade players.

#### **Rule 4: Ranking and assigning players to the competition groups**

- Based on the records and calculation, the Committee will assign a CHP to each and all registered players as per Rule 3 above and rank them on a Master List.
- All players in the competition will use their CHP as indicated on the Master List.
- All players will be assigned to a Group, as required, according to their positions on the Master List.

#### **Rule 2: Prizes for the winners**

There are 11 Prize Winners including:

- The Champion and Runner-Up in the Open Singles (2 winners)
- The Champion of A, B, C, D and E Grades in the Handicap Singles (5 winners)
- The Champion and the Runner-Up pairs in the Handicap Doubles (4 winners)

All winners in the Championship will receive a Certificate from the Club Committee.

The Winners in the Championship and their partners will be invited to attend DOOLEYS Sports Council Presentation Dinner and further presented with DOOLEYS trophies and prizes.

## **Annual Handicap Singles** **Format & Rules**

**Five (5) prizes are available for  
the Winner of each Grade (A, B, C, D and E)**

<b>Round Robin</b>	<ul style="list-style-type: none"> <li>• One (1) game up 11 advantage points.</li> <li>• The Winner of each Group will be the Champion of the respective Group/Grade (as per the format for Friday night handicap competitions).</li> </ul>
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- All registered players will be ranked in descending order according to their CHPs.
- The number of registered players will be evenly divided into 5 Groups including A, B, C, D and E. Group A consists of players who have the highest CHPs and players who have the lowest CHPs will be assigned to Group E.
- If there are more than 8 players in any particular group, the Group will be divided into two (2) sub-groups. The winners of each sub-Group will play against each other to select the Champion of the Group.
- On a round robin basis, all players in each group will play against each other to select the Winner. If there is a 3-way tie in any Group, a random draw will be conducted to determine the Winner of the Group.
- In this competition, the actual CHP of all players will be divided as follows:

Group/Grade A	Divided by 5
Group/Grade B	Divided by 4
Group/Grade C	Divided by 3
Group/Grade D	Divided by 2
Group/Grade E	Not divided

- Following the conclusion of the Championship, the winners of each Group will have further points added to their actual handicap points as follows: A: -10, B: -8, C: 6, D: 4 and E: 2.
- The Champions will receive a Certificate from DOOLEYS Table Tennis Club. In addition, the Champions and their partners will be invited to attend DOOLEYS Sports Council Presentation Night to receive the trophies and prize monies.

## **Annual Handicap Doubles**

### **Format & Rules**

**For (4) prizes for the Champion Pair and the Runner-Up Pair**

<b>Round Robin:</b>	One (1) game up 11 advantage points.
<b>Final:</b>	Best of 3 games up to 11 advantage points. No Semi Finals

- All registered players will be ranked in descending order according to their CHPs (as calculated for the Handicap Singles) and divided into 2 groups. **Group A** consists of 50% of the higher-ranking players and **Group B** consists of the remaining 50% of the lower-ranking players.
- Each player from Group A will be randomly paired with another player from Group B. Their combined CHPs divided by 2 will be the Pair's CHP for this competition.
- All Pairs will be randomly assigned into 2 competition Groups.
- On a round robin basis, all Pairs in each Group will play against each other to select the Winning Pair of the Group.
- If there is a 3-way tie in any Group, a random draw will be conducted to determine the Winner of the Group.
- The Winning Pair of each Group will enter the Final to compete for the Champion and the Runner-Up status. There are no Semi-Final matches.
- The Champion and the Runner-Up pairs will receive a Certificate from DOOLEYS Table Tennis Club.
- In addition, the Champion and the Runner-Up pairs and their partners will be invited to attend DOOLEYS Sports Council Presentation Night to receive the trophies and prize monies.

## **Annual Open Singles for Members**

### **Format & Rules**

**Two (2) prizes are available for  
the Champion and the Runner-Up**

<b>Knockout Round</b>	Best of 3 games up to 11 advantage points. No handicap points
<b>Semi-Finals</b>	Best of 5 games up to 11 advantage points. No handicap points
<b>Final:</b>	Best of 5 games up to 11 advantage points. No handicap points

- This Open Singles Championship is only available to registered members of the Club.
- 4 (Four) Tables will be set up for this Open Singles Championship.
- The Champion and the Runner-Up in the previous year will be seeded 1<sup>st</sup> and 2<sup>nd</sup> and separately assigned to each of the Group/Table.
- A random draw will be conducted to select the 3<sup>rd</sup> and 4<sup>th</sup> seeded players from the “A” grade players.
- The remaining players will be randomly selected and assigned to the Competition Groups/Tables.
- If there is an odd number of players in any group, the Committee has the discretion to fairly or randomly assign a ‘Bye’ status to any players.
- The 4 winners of each Group/Table will enter the Semi-Finals.
- The Champion and the Runner-Up will receive a Certificate from the Club.
- The Champion & the Runner-Up and their partners will be invited to attend DOOLEYS Sports Council Presentation Night to receive the trophies and prize monies.
- The Champion will also have the highest handicap + 1 as his/her CHP for next year’s Championship in accordance with Exception 1 under Rule 3.

## FORM 1: FRIDAY HANDICAP COMPETITION CALLING TABLE



### FRIDAY HANDICAP COMPETITION CALLING TABLE

NAME	HANDICAP		TABLE:								CAPTAIN:		CALLING SEQUENCE								
	ACTUAL	DIVIDED	1	2	3	4	5	6	7	8	WIN / LOSS		4	5	6	7	8				
1													1-2	1-2	1-2	3-6	1-2	5-7	1-2	6-7	3-5
2													3-4	3-4	3-4	1-5	3-4	1-4	3-4	1-5	4-6
3													2-3	1-5	5-6	4-6	5-6	3-6	5-6	2-6	1-8
4													1-4	2-3	2-3	1-3	1-7	2-5	7-8	3-7	2-7
5													2-4	4-5	4-5	2-5	2-3	4-7	1-3	4-8	3-6
6													3-1	1-3	1-6		4-5	1-5	2-4	1-6	4-5
7														2-4	2-4		6-7	2-6	5-7	2-5	
8														3-5	3-5		1-3	3-7	6-8	3-8	
DATE:			WINNER:								WINNER'S ACTUAL HANDICAP FOR NEXT WEEK										

**NOTE:**

- x Warm-up / Practice before the games: 10 hits or 2 minutes, whichever comes first.
- x The winning prize is only for the Winner. Under no circumstances, the prize is given to the Runner-up.

## **FORM 2: FRIDAY HANDICAP COMPETITION RECORDS**

### **EXAMPLE ONLY**

#### **FRIDAY HANDICAP COMPETITION RECORDS**


<b>Member No.</b>	<b>Status</b>	<b>Surname</b>	<b>First name</b>	<b>7/10</b>	<b>14/10</b>	<b>21/10</b>	<b>so on..</b>	<b>Highest annual handicap</b>
456/078	Mr	SMITH	Joe	x	8	11	.....	23
6721/012	Ms	ANG	Sue	23	x	x	.....	16
4578/054	Mr	LEE	Steve	2	5	4	.....	46

<b>X:</b>	Did not participate
<b>Red number:</b>	Winner of the previous Friday. New upgraded handicap point

- The Treasurer provides the Committee with an Excel updated list of members on a regular basis. This list contains the following columns: Member Number, Status, Surname, Given name, Telephone and Email address.
- The Friday Handicap Competition Records is the modified list provided by the Treasurer (i.e. Remove the telephone and email contact details and Add the dates of all Fridays of the whole year).
- The last date should be the first Friday of September each year because the Championship will commence on the 2<sup>nd</sup> Friday of September each year.
- If an updated Membership List is received from the Treasurer, the Secretary will update these Records accordingly.
- Following the conclusion of each Friday handicap competition each week, the Secretary will obtain the results from the Games Organisers, update the records and send a copy to the Committee.

THESE RECORDS WILL ACCURATELY INDICATE THE HANDICAP RECORDS OF ALL PLAYERS, THEIR PARTICIPATION AND WHO HAVE WON & RECEIVED THE PRIZE MONIES.

### **FORM 3: MEMBERSHIP APPLICATION & CARDS**

	<b>MEMBERSHIP APPLICATION FORM</b>		No.: ..... / .....
			<small>(Dooleys Badge Number) (Registration Number)</small>
	Title: Mr / Mrs / Ms / Miss (Please circle the appropriate title)		
	Your name: ..... (.....)		
	<small>GIVEN NAME</small>	<small>SURNAME</small>	<small>ALSO KNOWN AS</small>
Year	Phone/Mobile number: ..... Email: .....		
<b>\$5.00</b>	<i>Please attend the John Meaney room (upstairs) on any Friday (after 7.00pm), give the form to a Committee member and pay \$5.00 for your membership fee.</i>		Date: .....

	<b>MEMBERSHIP APPLICATION FORM</b>		No.: ..... / .....
			<small>(Dooleys Badge Number) (Registration Number)</small>
	Title: Mr / Mrs / Ms / Miss (Please circle the appropriate title)		
	Your name: ..... (.....)		
	<small>GIVEN NAME</small>	<small>SURNAME</small>	<small>ALSO KNOWN AS</small>
Year	Phone/Mobile number: ..... Email: .....		
<b>\$5.00</b>	<i>Please attend the John Meaney room (upstairs) on any Friday (after 7.00pm), give the form to a Committee member and pay \$5.00 for your membership fee.</i>		Date: .....


<b>MEMBERSHIP CARD</b>
Year: .....
No.: ..... / .....
Date: .....
Name


<b>MEMBERSHIP CARD</b>
Year: 2016-2017
No.: 2356 / 078
<small>(DOOLEYS Badge number) (Registration number issued by DOOLEYS TT Club)</small>
Date: .....
<small>(Date of joining the Club)</small>
Zijui CHAN (Steve)
<small>(Given name, Surname and Also Known As)</small>



## **FORM 4: MEMBERSHIP APPLICATION TABLE TENNIS WESTERN SYDNEY**

### **TABLE TENNIS WESTERN SYDNEY**

This Page is to be completed if wishing to participate in T.T.W.S. Competition/s.

The following information will serve as a guide for the grading committee. If any statement is found to be incorrect, the player may have all games played Forfeited.

Sex:      Male ☐      Female ☐

Grade wishing to play \_\_\_\_\_  
( A,B,C..... )

Provisional Grade recommended - proposer \_\_\_\_\_  
( A,B,C..... )      \_\_\_\_\_  
(Signature of Proposer )

Provisional Grade recommended - seconder \_\_\_\_\_  
( A,B,C..... )      \_\_\_\_\_  
(Signature of Seconder )

1) Are you proposing to play A Grade..... Yes / No  
If Yes go to 7

2) Have you previously , or are you currently participating in Organised Table Tennis Competition/s?..... Yes / No  
If No go to 6

3) Have you previously, participated in T.T.W.S. Competitions?..... Yes / No  
If Yes, indicate highest Grade played \_\_\_\_\_ Grade, and last year competed \_\_\_\_\_

4) Are you currently participating in any other Competitions?..... Yes / No  
If Yes, indicate Grade \_\_\_\_\_ and Association \_\_\_\_\_

5) Have you previously participated in any other Competitions?..... Yes / No  
If Yes, indicate Highest Grade played \_\_\_\_\_ Association \_\_\_\_\_  
and last year competed \_\_\_\_\_

6) Have you recently participated in social Handicap Competitions?..... Yes / No  
If Yes please state Club \_\_\_\_\_ and current Handicap \_\_\_\_\_

7) I herewith state that the above information is to the best of my knowledge true and correct.

\_\_\_\_\_  
(Signature of Applicant )

## **FORM 5: PROVISIONAL GRADING APPLICATION TTWS**

### **TABLE TENNIS WESTERN SYDNEY**

#### ***APPLICATION FOR MEMBERSHIP OF ASSOCIATION***

I, \_\_\_\_\_,  
(given name's) (family name)

of, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
( address ) (Post Code) (Phone Number)

\_\_\_\_\_  
( Work Phone Number ) Optional (Mobile Number) (E-mail address )

\_\_\_\_\_  
( Occupation - optional )        /  /        Hereby apply to  
D.O.B.  
become a member of the above named \_\_\_\_\_ association. In the event of my admission as a member, I agree to be bound by  
the rules of the association for the time being in force.

\_\_\_\_\_  
( Signature of applicant )

Date:   /  /  

I, \_\_\_\_\_ member of the association  
( full name )

nominate the applicant, who is personally known to me, for membership of the association.

\_\_\_\_\_  
( Signature of Proposer )

Date:   /  /  

I, \_\_\_\_\_ member of the association  
( full name )

second the nomination of the applicant, who is personally known to me, for membership of the association.

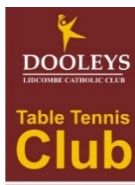
\_\_\_\_\_  
( Signature of Seconder )

Date:   /  /  

***PTO***

## **FORM 6: BI-MONTHLY REPORT TO DOOLEYS SPORTS COUNCIL COMMITTEE**

**SAMPLE ONLY**



### **BI-MONTHLY REPORT Sports Council Meeting**

**Thursday 18 August 2016**

In the last 2 months since June 2016, DOOLEYS Table Tennis Club continued to successfully facilitate the provision of table tennis games and competitions. This is our Club's contribution to the achievement of DOOLEYS' Objects, that is to encourage our members to engage in community activities and participate in sports and recreational programs.

#### **1/ Budget and Membership updates:**

I am very pleased to report that to date we have a total of 110 registered members and received \$220 in membership fee. After deducting \$8.50 as expenses to purchase some materials, the current balance of our book is \$213.50.

#### **2/ New Constitution and Handbook**

##### *The new Constitution:*

At the Club's General Meeting in November this year, our Club will replace the old/current Constitution with a new Constitution. The new Constitution will clearly define that the Table Tennis Club is an intra-Club and integral part of DOOLEYS and will also provide clear guidelines to assist the management of the Club.

##### *The new Handbook:*

By the end of this year, our Club will also have a new Handbook which consolidates all table tennis programs at DOOLEYS and the facilitation of those programs into one document.

#### **3/ Cancellation of the games for 3 Tuesdays including 16, 13 and 30 August 2016**

As requested by DOOLEYS in relation to the need to vacate the John Meaney Room so that some important functions can be held there during the renovation of the downstairs Bistro area, we have informed our Teams and Table Tennis Western Sydney (TTWS) that there will be no facilities to hold the scheduled competition matches on those days. Alternative arrangements have been made by the Captains and TTWS to accommodate this.

Many thanks to Tamara for helping us to manage the changes smoothly and successfully by giving us the prior notice.

On behalf of the Committee.

A handwritten signature in blue ink, appearing to be "Hien Le", written over a light blue horizontal line.

**Hien Le  
President**

# FORM 7: ANNUAL BUDGET PROPOSAL

**SAMPLE ONLY**



## DOOLEYS Intra-Club Annual Budget Grant Proposal

Financial Year: 2016-2017 - Intra-Club: TABLE TENNIS

### INCOME – Money collected from members.

Item	Detail	Amount
Membership fee	\$2 per member x 100 members (estimate)	\$200
<b>Total Income</b>		<b>\$200</b>

### EXPENDITURE – Money spent on activity

Item	Detail	Amount
<b>Catering</b> Finger food for the Annual Championship Competitions	Chips, mini meat pies & sausage rolls provided for three (3) Annual Championship Competitions to be conducted on Fridays 16, 23 and 30 September 2016 at DOOLEYS (Open Singles, Handicap Singles and Handicap Doubles): \$5 per head x 50 participating players x 3 competitions = <b>\$750</b>	<b>\$750</b>
<b>Vouchers &amp; Prizes</b> Weekly prizes by Coles Vouchers Annual Championship Prizes by)	For winners of the weekly handicap competitions conducted on Fridays throughout the year: \$10 per winner x 5 Grades/Tables x 52 weeks = <b>\$2,600</b>	<b>\$2,600</b>
<b>Registration/ Competitions</b> NSW & Western Sydney Table Tennis affiliation and competition fees	<ul style="list-style-type: none"> <li>Affiliation fees (NSW Table Tennis): \$50 x 25 players = <b>\$1,250</b></li> <li>Competition fees (inter-Clubs Western Sydney): \$45x 25 players = <b>\$1,125</b></li> </ul>	<b>\$2,400</b>
<b>Total Expenditure</b>		<b>\$5,750</b>

Submitted by: Hien Le (President – DOOLEYS Table Tennis Club)

Approved: \_\_\_\_\_

Signature: \_\_\_\_\_

## **FORM 8: INCIDENT REPORT**



### **INCIDENT REPORT**

<b>Date:</b>	(Date of the submission of the Report)
<b>Submitted by:</b>	The Committee DOOLEYS Table Tennis Club
<b>Submitted to:</b>	DOOLEYS Sports Council Committee
<b>Through:</b>	Mr Terry Kenny Chairman – DOOLEYS Sports Council  Mr David Mantel Patron – DOOLEYS Table Tennis Club  Ms Tamara Lewis Community Liaison Co-Ordinator

**SUBJECT:** (The matter being reported)

**Date of the incident:** (The date & time at which the incident took place)

**Description of the incident** (Describe the alleged conduct by the members/players in question or the details of the incident)  
.....  
.....  
.....

**Actions taken to date:** (Provide a summary of the actions taken by the Committee/Games Organiser and or the Duty Manager to deal with the incident / the player in question)

**Recommendations** Outline in point form what you want DOOLEYS Sports Council Committee to do

**Prepared by:** Provide the name, the position and the signature of the person preparing and submitting the Incident Report

**NOTE:** *The Report and recommendations must be through the Club Committee prior to submission.*

**FORM 9: DOOLEYS DRESS CODE**

INSERT A SCANNED IMAGE OF  
**DOOLEYS DRESS CODE**  
HERE

**FORM 10: DOOLEYS CODE OF CONDUCT**

INSERT A SCANNED IMAGE OF  
**DOOLEYS CODE OF CONDUCT**  
HERE

**FORM 11: CERTIFICATES FOR WINNERS OF THE ANNUAL CHAMPIONSHIP**

**2016**  
**CHAMPIONSHIP**  
**HANDICAP SINGLES**

**DOOLEYS**  
LIDCOMBE CATHOLIC CLUB  
**Table Tennis Club**



**A Grade Winner**

**Joe Smith**

**SAMPLE ONLY**

.....  
**Tamara Lewis**  
Community Liaison Co-Ordinator  
DOOLEYS LIDCOMBE CATHOLIC CLUB

.....  
**Hien Le**  
President  
DOOLEYS TABLE TENNIS CLUB

**SYDNEY, OCTOBER 2014**