

# TABLE TENNIS SOUTHLAND INCORPORATED



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## Notice to Club Secretaries / Chairpersons / Interested Persons

The Annual General Meeting of Table Tennis Southland will be held at the Table Tennis Southland Stadium, Lindisfarne Street, Invercargill at **7.00 pm on Wednesday 12<sup>th</sup> February 2025**

### DELEGATES

Please advise the undersigned by **Wednesday 29th January 2025** of who your club delegate/s will be. (Annual Report to be circulated separately). Full agenda for meeting, nominations for management committee will be sent direct to all delegates.

Up to Seven members are to be elected to Management Committee.

Voting is as per Constitution.

- Each Member Club shall have up to three votes. Delegates shall be entitled to one vote each.
- If no clubs then each individual member shall have one vote.
- Each Management Committee member shall have one vote, however the Chairman shall have a casting vote in event of a tie.
- Life members shall have one vote.

A resolution shall be decided on a show of hands, unless a poll is demanded, before or on declaration of result.

### MANAGEMENT COMMITTEE – NOMINATIONS BEING CALLED

Nominations are called for Members on Management Committee. Persons may nominate themselves and need not be Table Tennis players.

Nomination Form attached.

Functions of Management Committee shall be as follows:

- To formulate and monitor a strategic plan to be presented at each Annual General Meeting.
- To adopt and monitor an annual plan and budget.
- To make and amend any rules or regulations (other than this document) for the control of table tennis in our area.
- To appoint a secretary and/or other appointments, either paid or voluntary.
- To enter into employment contracts on such terms and conditions as the Management Committee shall decide and adopt clear lines of delegation of authority.
- To appoint any subcommittees or convenors as required, to organise table tennis in the area.
- To determine the process in respect of appointments. All job descriptions, accountabilities and terms of reference shall be clearly defined.
- To determine the fees payable.
- Any other powers which may be necessary to further the objects of TTS.

## REMITTS

Any remits to meeting shall be sent to the undersigned prior to **Wednesday 29th January 2025**

## COMMITTEES

Volunteers are called for various committees as listed below. Job descriptions attached.

Please discuss with your members. The more people involved the less work for others. Volunteers name shall be taken up to end of meeting. The Management Committee shall decide on all committees.

If you are only able to help in certain areas of a committee, we would be pleased to accept your help.

Some will be a committee of one.

Committees    Coaching  
                  Selectors  
                  Inter-club Competitions, Winter, Spring, Social, Business House  
                  School Competitions Tuesday and Thursday afternoons  
                  Finance / Funding  
                  Championships - Open and Residential  
                  Buildings  
                  Publicity / Promotion

Supper will be provided at AGM.

Richard Cavanagh  
Chairman

**Table Tennis Southland**

Email [rgcavanagh146@gmail.com](mailto:rgcavanagh146@gmail.com)

### **Selectors**

- Have a knowledge of all local players and the likely opposition.
- Select squads and liaise with coaches.
- Select teams and appoint captains.
- For Southland versus Otago liaise with Otago selectors re composition of teams.
- Arrange accommodation and travel (accommodation at least 6-12 months in advance).
- Advise players of all details and costs paid.
- Ensure details for pre event and post event publicity.
- Hand out and receipt all shirts.

### **Championships (Southland Open, Residentials, any National events held in Southland)**

- Prepare entry forms, liaise re fees, ensure dispatch well in advance of events.
- Receive all entries, including fees.
- Prepare draws and timetable where appropriate.
- Provide details to publicity person.
- Ensure stadium/tables/nets are correct; ensure all draw sheets etc are available.
- Control event on day/night.
- Ensure referee appointed. Enforce rules of TT.
- Arrange collection of and presentation of all trophies, certificates.
- Arrange prizes or cash for presentation.
- Ensure results and article for paper, radio, website, results to TTNZ and Secretary.
- Recommendations to TTS Board for future.

### **Coaching**

- Arrange training squads for various groups in liaison with selectors and coaches.
- Arrange "Coaching of Coaches" seminars.
- Arrange coaching demonstrations at schools.
- Arrange stadium, collect fees, ensure all costs are covered.
- Provide coaching.

### **Interclub and Schools Competitions (Business House, Social, Spring, Winter etc)**

- Organise entry forms, check timing, nights of play, entry fee, night fee.
- Ensure that copies are sent to all possible participants.
- Receive entries, grade teams, prepare draws, advise all participants.
- Make sure result sheets are available, prepare each week's score sheets.
- Appoint someone to open stadium, receive fees, pass out draw sheets.
- Appoint someone to receive all results, arrange article and results to newspaper and Secretary.
- Keep a record of all results and individual results. Details on noticeboard and website.
- Arrange someone to put team names on semaphore board, arrange for names if not in existence.
- Arrange for collection of all cups for presentation to winners, arrange certificates for presentation.
- Ensure correct dress.
- Prepare a report and future recommendations to TTS Board at end of each competition.

### **Publicity**

- Involves television, newsletters, newspapers, radio, website.

### **Financial/Funding**

- Involves arranging sponsorship, applying for grants.

### **Buildings**

- Involves hall maintenance, any alterations and additions.

# TABLE TENNIS SOUTHLAND



## Nomination Form

I,

*(Print name in full)*

*(Address)*

*(Phone)*

*(Fax)*

*(Email)*

wish to be considered for the following:

**A Management Committee** *(tick one box)* Yes  / No

**B Committees** *(please tick all boxes you are interested in)*

Building Yes  / No  Championships Yes  / No

Coaching Yes  / No  Financial Yes  / No

Inter-club Competition Yes  / No  Publicity Yes  / No

Schools Competition Yes  / No  Selectors Yes  / No

Signed

Date

Please complete this nomination form asap but no later than  
**WEDNESDAY 29<sup>th</sup> January 2025**

And Email to [rgcavanagh146@gmail.com](mailto:rgcavanagh146@gmail.com)