

# Constitution

Original document created 15<sup>th</sup> July 2024

Revised and updated 3<sup>rd</sup> March 2026 (EGM held 03/03/26)

## 1 Pingsters Table Tennis Club

The club will be called Pingsters Table Tennis Club and may also be known as Pingsters TTC or Pingsters. Pingsters Table Tennis Club will be affiliated to Table Tennis England. The club will be an Unincorporated, Not For Profit, Voluntary/Community Organisation.

## 2 Aims and Objectives

The aims and objectives of the club will be:

- To provide a relaxed, social environment to play table tennis. With the emphasis on fun and leisurely play rather than coaching and competitive play. The local area has a significant table tennis coaching facility that is hugely successful. We want to keep the relationship with them and local clubs healthy, therefore our club will give the community something truly unique. However, we will provide competitive opportunities in the Worthing Table Tennis League for those wishing to participate. The later will increase the membership for the league and therefore benefit everyone in the table tennis community.
- The club will seek to provide a facility which avoids what is sometimes deemed as a pressurised coaching environment.
- The club will also strive to give the local community of Worthing a sporting hub that celebrates table tennis but also gives its players an opportunity to feel part of a community. The club recognises that social inclusion through sport is a powerful tool to aid both physical and mental health.
- The club will pride itself on being a community group that is passionate about sport and specifically table tennis.
- The club ethos will be one that demonstrates the significance of community and physical movement. This has become increasingly necessary to promote in what is perceived by many as a more polarised and physically inactive population.
- The club will champion inclusivity from diverse backgrounds. We will implement this 'from the top down,' meaning the committee will consist of people from a range of different cultural, ethnic and socio-economic backgrounds.
- The club will be accessible to wheelchair users and others who are physically challenged. Eventually we aim to upgrade all of our tables to non foldaway tables. This is because the club is aware that foldaway tables have a design that limits the wheelchair user's movement.
- The club will provide an affordable facility without the commitment of membership. A low rate 'pay as you go' system will mean players can come and go without 'signing into a formal contract.' This will be a unique structure to the local table tennis community.
- The club will seek to create a fun environment and brand. The website will be bright, bold and eye catching.
- The club's committee/volunteers will ensure that they embody the ethos of the club.
- To ensure a duty of care to all members of the club.

- To provide all its services in a way that is fair to everyone.
- There will be no coaching element to the club.
- Future plans could consist of using the club and its facilities to host tournaments on a local and national level.

When there is a clear purpose that everyone at Pingsters TTC understands, we can:

- Aid decision-making
- Improve the experience of participants
- Create a sense of belonging and shared understanding
- Make recruiting volunteers easier
- Help the club be inclusive by reaching out to under-represented groups.

### **3 Membership**

- Participation is open to anyone interested in playing table tennis regardless of ability, sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The club is open to juniors (under 18.)
- All standards will be welcome, however we appreciate that beginners may opt for a local coaching facility depending on how interested they are in developing and improving their game.
- There will no membership fee but will instead operate on a 'pay as you go' system.
- The committee will actively reach out to under-represented groups to encourage diversity within the club.
- The club will actively communicate with all parts of the table tennis community in its effort to increase participation amongst marginalised groups.

All players will be subject to the regulations of the constitution and by joining the Sports Equity.

### **4. SportsEquity**

- The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

- The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## **5 Committee**

- The affairs of the Club shall be conducted by a Committee which shall consist of six individuals. The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- The Committee will be responsible for disciplinary hearings of players who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- The Committee will have full responsibility of governing the organisation and overseeing its management.
- The Committee will meet at least 4 times over the course of a 12 month period, excluding an AGM. This will enable a regular and consistent dialogue for all matters relating to the club. These will be: Pre season, mid season x2 and post season. The AGM will be held at the end of the financial year. All dates will be agreed in advance.
- The Committee will be able to conduct these meetings either in person at a venue convenient for all or online via a meetings platform.
- The quorum required for agreement of business decisions at Management Committee meetings will be four.
- To ensure the Committee remains objective and impartial there will be a 'Conflicts of Interest' discussion at every meeting. (see 'Conflicts of Interest' document)
- The Committee will evolve over the years to ensure new voices are heard.
- The Committee will consist of a diverse group- Asian, West Indian, White, Portuguese, physically challenged individuals and male and female. They represent a wide age range with different lived experiences. The club will ensure that the Committee remains diverse in order to preserve the powerful impact different voices can have on all matters facing the club moving forwards.
- The Committee has been selected based on not just the above but also their passion for table tennis, their individual skill set and their passion for sport and table tennis.
- The Committee will actively assess whether new decision makers are required in order to fulfil the ambitions of the club. Three important skills needed by

Committee members will be People, Technical and Professional skills. This net may widen as the club grows. All aspects of the club's online presence will be run by the Committee.

- The club will promote inclusivity and diversity through its Committee members. However, table tennis experience shall not be a requirement. The skills of people with different lived experiences from a range of cultural backgrounds are just as important and relevant.
- The Committee will undergo a re-election of two roles every year. Committee members, ideally not serving more than nine years. This will enable the club to refresh its governing body in order to adapt to changes within the sport and the club. This will also give equal opportunity for other people to offer their voices to the club. The Committee will discuss skills and attributes as well as their ability to bring marginalised voices to the new roles. Re-election will occur at the AGM. Members will nominate candidates and vote at the meeting. Nominated candidates should have an equal opportunity to present themselves. Secret voting is preferable when there is competition for roles.
- At least 3 people of the Committee will be neither related to, nor co-habiting with other Committee members. A signed declaration will be required by all Committee members to state that the above is adhered to and therefore no conflict of interests occurs. The club will ensure that it recognises, records and appropriately manages all conflict of interest among Committee members.
- Only the Committee members will have the right to vote at Committee meetings.
- There will be a written record of each Committee Meeting, including attendees, agendas, points raised, issues and solutions.

## **6 Officers of the Club**

Secretary – Neil Bromham [chris\\_bromham@hotmail.com](mailto:chris_bromham@hotmail.com)

Chair/Club Welfare Officer – Rudi Dharmalingam [rudi.dharmalingam@yahoo.co.uk](mailto:rudi.dharmalingam@yahoo.co.uk)

Treasurer – Charlie Usher [chrusher@hotmail.com](mailto:chrusher@hotmail.com)

## **7 Annual general meetings and general committee meetings**

- Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.
- The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
- Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- Elections of officers are to take place at the AGM.
- All members have the right to vote at the AGM.
- The quorum for AGMs will be four votes
- The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

- In the case of general committee meetings, the Secretary of the Committee shall give at least fourteen clear days' notice of general committee meetings, this can be done via email and/or the clubs website.

## **8 Communication**

- The club will endeavour to provide an impactful online presence so that the community can glean a comprehensive overview of what the club's aims and objectives are.
- The club will post regular updates via a Facebook page and a blog on the website in order to keep its participants well informed of the club's latest news and developments. This will also bring a sense of empowerment to the club's players and contribute to the community aspect of the club.
- The club's Constitution, Health and Safety, Conflicts of Interest, Equality and Diversity, Privacy, Code of Conduct and Safeguarding Policy will be available to view on the website.
- The club will use social media, mainly what's app to communicate directly with participants. The club will use what's app groups which will consequently aid the sense of community and encourage an open dialogue. Under no circumstances will the club stand for any form of prejudice, discrimination, bullying, racism, sexism, or abusive language shown towards participants on this platform. The Committee will meet and take appropriate action. No person under the age of 18 will be permitted to join the what's app group, but rather a parent/carer/guardian will need to facilitate communication on this platform.

## **9 Finances**

- The financial year of the club will run from *5th April* and end on *4th April*
- All club monies will be banked in an account held in the name of the club.
- The Club will be not for profit. All surplus funds will be reinvested in the club.
- The Committee of the Club shall be jointly and severally responsible for the financial liabilities of the Club.
- There will be no employees of the club and therefore no salaries.
- The Committee will be responsible for the finances of the club.
- The Committee will be consulted on all financial affairs. This will be at meetings but also on an interim basis when the club needs to purchase new equipment.
- All expenses will be paid from the club's surplus funds.
- The authority lies between the Committee rather than one individual.
- At least 2 people from the Committee will need to authorise each expense.
- Financials shall be shared amongst the Committee.
- No individual shall receive compensation for their time given to the club.
- All Committee members are volunteers and will not receive payment for their time or services.
- The club's primary goal is to meet its hall hire commitments and re invest any surplus funds back into the club to improve its facilities.
- At the end of each financial year the Treasurer will draw up the club's annual accounts. This will be shared with the Committee at the AGM.

## **10 Discipline and appeals**

- All concerns, allegations or reports of poor practice/abuse relating to the welfare of children young people and adults will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary and Welfare Officer.
- The Committee will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary/Welfare Officer receiving the appeal.

## **11 Dissolution**

- A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- In the event of dissolution, all debts should be cleared with any club funds.
- Throughout the year potential risks to the club's financial health will be discussed amongst the Committee.
- In the event of Dissolution any assets of the club that remain will become the property of a local club/s with similar aims and objectives and nominated by the Committee.
- There will be no individual financial gain from disposal of assets.

## **12 Insurance**

The club will be affiliated with Table Tennis England and will therefore benefit from their Public Liability Insurance.

## **13 Training**

- At least 2 members of the Committee will have Enhanced DBS Certificates
- At least 1 member of the Committee with an Enhanced DBS Certificate will be required to be present when a junior (under 18) is at the club.
- A Safeguarding document will be available on the website
- At least 2 members of the Committee will have completed an officially recognised Safeguarding Course and have a Certificate to prove this.
- At least 2 members of the Committee will be First Aid trained.
- At least 1 member of the Committee who has been First Aid trained will need to be present at every session.
- We will actively encourage and support all Committee members to increase their learning and qualifications around Child Protection, First Aid and Safeguarding.
- There will be a dedicated Welfare and Safeguarding Officer and will have the appropriate and official training certificates.

#### **14 Amendments to the Constitution**

- The constitution will only be changed through agreement by majority vote at an AGM or EGM.

#### **15 Liabilities**

- The club will ensure that it has a valid Public Liability Insurance Policy. This is currently held with its affiliation with Table Tennis England and its 'Associate Club' status.

#### **15 Declaration**

- *Pingsters Table Tennis Club* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed

Rudi Dharmalingam  
Founder/Safeguarding and Welfare Officer.

Date:

Signed

Neil Bromham  
Founder/Secretary/Chair

Date:

Signed

Charlie Usher  
Treasurer

Date: