



## NBTTA CONSTITUTION

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## 1 INTRODUCTION

The name of the Society is the New Brunswick Table Tennis NBTTA, hereinafter referred to as NBTTA. NBTTA is a non-profit organization with the following goals:

- a) Develop the sport in New Brunswick, by raising the standards of both the technical and the competitive levels of the players, firstly on a Provincial level and ultimately on a National level.
- b) Support the self-development of the people involved in our activities, both as table tennis players and as human beings.
- c) Govern the sport of Table Tennis in New Brunswick.
- d) Employ the funds of the NBTTA in a judicious and expedient manner.

## 2 PURPOSE

Create and maintain an environment in which all members are respectful to others, demonstrate pride and goodwill, and exemplify the spirit of fair play and sportsmanship. Each member of the NBTTA might also be seen as a city ambassador and behaviours against this Code of Conduct will not be tolerated. The Code also explains how all members are expected to conduct themselves.

## 3 SCOPE

The Constitution applies to all NBTTA members including the Athletes, Coaches and Administrative Personnel. The Code is NOT limited to practicing hours or NBTTA activities in general.

Disrespectful behaviours from a third party (colleagues, friends, family or guests in general from the above mentioned), during NBTTA activities, might also result in sanctions for the member him/herself.

## 4 BY LAWS

### 4.1 MEMBERSHIP

Membership in the NBTTA shall consist of four categories:

Full member, Junior member, Associate member Group Member and Volunteer member.

#### 4.1.1 FULL MEMBER (18 years and over as of January first):

- Eligible to represent New Brunswick providing that he/she complies with appropriate eligibility rules.
- Able to enter Open and Closed tournaments in New Brunswick.
- Able to enter Regional (Atlantic Championships for instance) and National Closed tournaments providing that he/she complies with appropriate eligibility rules.
- Able to hold office in the NBTTA.
- Able to vote in NBTTA matters.

#### 4.1.2 JUNIOR MEMBER (under 18 as of January first):

- Eligible to represent New Brunswick providing that he/she complies with appropriate eligibility rules.
- Able to enter Open and Closed tournaments in New Brunswick.
- Able to enter Regional (Atlantic Championships for instance) and National Closed tournaments providing that he/she complies with appropriate eligibility rules.
- Ineligible to vote in NBTTA matters.
- Ineligible to hold office in the NBTTA.

#### 4.1.3 ASSOCIATE MEMBER (Any member who has not paid full or junior membership by January 1st of the season but it is still an active player):

- Able to enter only Provincial Closed and own Regional tournaments.
- Ineligible to represent the province.
- Ineligible to vote in NBTTA matters.
- Ineligible to hold office in the NBTTA.

#### 4.1.4 GROUP MEMBER (City Club or Local Association):

This is a type of membership for clubs who want to be affiliated with NBTTA for the purpose of acquiring support, receiving communications on table tennis, insuring the club members for liability and promoting table tennis to its members.

- Able to enter only Provincial Closed and own Regional tournaments.

- Ineligible to represent the province.
- Ineligible to vote in NBTTA matters.
- Ineligible to hold office in the NBTTA.

**4.1.5 VOLUNTEER MEMBER (18 years and over as of January first):**

- Provides a service to the NBTTA
- May be elected into a Board/Executive position and votes

**4.1.6 Membership will cease:**

- Upon the death of the member.
- Upon recurrent failure to pay annual membership fee.
- By notice in writing of resignation.
- Upon expulsion by the Executive Committee at the recommendation of the Disciplinary Committee, in which case, membership fee is non-refundable.

**4.1.7 Annual membership fee:**

- Decided by the Executive Committee by the first of September each year.

**4.2 FISCAL YEAR/SEASON**

The fiscal year of the NBTTA shall run from April first to March thirty first to coincide with the Provincial Government fiscal year.

A season of the NBTTA runs from August 1st up to and including July 31st.

**4.3 MEETINGS OF MEMBERS**

An annual general meeting of the NBTTA shall be held no later than September 15 each fiscal year.

Notice of a general meeting shall:

- Be circulated at least 30 days before the date of the meeting.
- Specify the place, date and hour of the meeting.
- Include a list of nominees for executive offices and committee membership.
- Include notice of proposals for alteration or addition to the By-laws.

The proceedings of an annual general meeting shall be:

- Minutes of the preceding annual general meeting.
- Annual report of the President.

- Annual report of the Vice-President Finance, including a financial statement including a Balance Sheet and Income Statement.
- Annual report of Standing Committees.
- Resolution to amend the Constitution.
- Election of the Executive Committee and appointment of Committee Members.
- New business

The proceedings of a general meeting shall not be invalidated by the accidental omission to give notice or the non-receipt of notice by any member.

A quorum of eight members is required to hold the annual general meeting.

An extraordinary meeting of the NBTTA may be called at any time by the Executive Committee provided that it is in accordance with 4.3; or by 15% of the membership of the NBTTA provided that it is in accordance with 4.3. This meeting must be held within 45 days of the Executive Committee decision or receiving notice from the membership.

A meeting of voting Members may be held by means of a telephonic, an electronic or another alternative communication facility that permits all participants to communicate adequately with each other during the meeting, if the Association makes available such a communication facility.

#### **4.4 EXECUTIVE COMMITTEE**

The Executive Committee shall be elected at the Annual General Meeting shall consist of a President, Vice President Administration, Vice-President Technical Affairs, Vice-President Finance, one Male Athlete Representative and one Female Athlete Representative. In addition, there shall be a non-elected member, the Past President who will also have a vote in NBTTA matters.

A quorum of 3 executive members is required to hold an Executive Committee meeting.

The Executive Committee shall meet at least three times each year, but may choose to meet more frequently.

The President shall conduct and chair the meetings of the Executive Committee. In the absence of the President, the remaining members present shall appoint a chair for the meeting. The President is responsible for NBTTA's Strategic Planning and Overseeing/Supporting all NBTTA's activities.

All voting members have one vote. However, in the case of a tie vote, the President shall cast a second vote.

The Vice-President Administration shall keep the minutes of the meetings of the Executive Committee and the general meetings. He/she is also responsible for Document Control procedures, NBTTA member registration and the administrative body of the NBTTA. In his/her absence, the remaining members present shall appoint a member to record the minutes of the meeting. In the President's absence, the Vice-President Administration is responsible for NBTTA activities, as applicable.



The Vice-President Finance of the NBTTA shall maintain an accurate record of all financial transactions of the NBTTA and report it as required.

The Vice-President Technical Affairs is responsible for the NBTTA Umpire/Referee Body and the NBTTA Coaching Body as well as safeguarding the Table Tennis rules throughout NBTTA's activities.

The Male Athlete Representative and the Female Athlete Representative shall be the liaison between the athletes of the NBTTA and the Executive Committee. A vote will be held among athletes before October 15 each year. These representatives must be Full Members of the NBTTA.

#### **4.4.1 POWERS OF THE EXECUTIVE COMMITTEE**

The management of the affairs of the NBTTA shall be vested in the Executive Committee described in 4.1

In the event of a vacancy of executive or committee member, the Executive Committee is empowered to fill the vacancy.

The seal of the NBTTA shall be in the custody of the President of the NBTTA or his/her delegate.

The Executive Committee shall create Standing Committees as required. These may include such committees as tournament, officials, disciplinary, ratings committee, website committee, awards committee

#### **4.5 ALTERATION OF THE BY-LAWS**

These By-laws shall not be altered or added to except by a special resolution at a general meeting of the members of the NBTTA as specified in 4.3 and passed by no less than two thirds of the membership.

#### **4.6 BORROWING**

In order to carry out the purposes of the NBTTA, the Executive Committee may, on behalf of and in the name of the NBTTA, raise or secure the payment or repayment of money in such manner as they decide in the best interest of the NBTTA.

The Executive will execute contracts, deeds, bills of exchange and other instruments and documents on behalf of the NBTTA.

#### **4.7 STANDING COMMITTEES**

The members of a Standing Committee may meet at any time or place at the call of the chairman, or by resolution of the committee members.

A Standing Committee Chairman shall report its activities and achievements in the exercise of its duties to the next meeting of the Executive Committee, and has the option to do so in person.

The following may be the Standing Committees of the NBTTA, their composition (A), and their function (B):

##### **4.7.1 Tournament**

A) the chairman, the ratings representative and at least one other member.

B) to promote, sanction, and supervise all tournaments, leagues, and other competitions participated in by members.

**4.7.2 Coaching**

- A) the chairman and at least 2 other members.
- B) to create and administer coaching programs and supervise the activities of coaches.

**4.7.3 Selection**

- A) the chairman and at least 2 other members.
- B) 1. To select players to attend team try-outs; 2. To select players for all provincial teams; 3. To nominate players and coaches for financial support, provincial and NBTTA awards.

**4.7.4 Fund Raising**

- A) the chairman and at least 2 other members.
- B) to make recommendations regarding fund raising activities and implement plans approved by the Executive Committee.

**4.7.5 Website**

- A) the chairman and at least 1 other member.
- B) to prepare newsletters and make arrangements for their publication and distribution.

**4.7.6 Disciplinary**

- A) the chairman and at least 2 other members.
- B) to act on official reports submitted by Tournament Referees, Team Managers, or Executive Committee.

**4.7.7 Equipment**

- A) the chairman and at least 1 other member.
- B) to maintain inventory and sales records of NBTTA and consigned equipment.

**4.7.8 Umpire and Officiating**

- A) the chairman and at least 1 other member.
- B) create programs to qualify officials, supervise the activities of officials, and select officials when requested by the Executive Committee, to attend national and international competitions.

**4.7.9 Publicity**

- A) the chairman and at least 1 other member.
- B) to assist the chairman of various other committees in the preparation and submission of newsworthy items to the media services.

**4.7.10 Membership**

- A) the chairman and at least 1 other member.
- B) to maintain an accurate inventory of the active and recently inactive members.

**4.7.11 Nominating**

- A) the chairman and at least 2 other members.
- B) to search among the membership for suitably qualified nominees for elected positions on the Executive Committee and Standing Committees.

## **5 CODE OF CONDUCT**

### **5.1 RESPECT FOR OTHERS**

NBTTA is committed to providing an environment in which all individuals are treated with respect. It does not allow discriminatory practices. Disrespectful, offensive, abusive, racist or sexist remarks or actions have no place here. Discrimination, sexual harassment or any form of harassment based on the protected characteristics set out in the New Brunswick Rights Act will not be tolerated.

### **5.2 CEREMONIES AND OFFICIAL TASKS**

All members are expected to attend opening/closing ceremonies, medal ceremonies and all other official and sport-specific tasks if such activities are created by the organizers.

### **5.3 UNIFORM**

Each NBTTA Team member will receive a uniform which is to be worn at all official events representing the NBTTA, such as opening/closing ceremonies, medal presentations, team play, any interviews and press conferences, etc. The Team coach/manager will determine the choice of uniform for the day.

The clothing remains the property of NBTTA until the conclusion of the Event, when it becomes available to be purchased by the team member. NBTTA members will not sell or exchange their team-issued clothing before or during the event. Non-team members are not permitted to wear the uniform when participating in competitions.

### **5.4 RESIDENCE**

All athletes, coaches and Team Managers must declare their accommodations prior to the day of departure.

### **5.5 COSTS OF LOSS OR DAMAGE**

Every team member is personally responsible for covering costs due to the loss or damage of items provided by NBTTA or other costs for loss or damage of items under the control of the team member at the event.

### **5.6 CURFEW**

Participants must adhere to Organizing Committee's curfew.

### **5.7 FAIR PLAY, DRUGS, DOPING AND PENALTIES**

NBTTA strongly supports fair play in sport in every way and is against cheating of any kind, including the use of substances or methods not permitted by National Sport Organizations and the Canadian Center for Ethics in Sport.

Participants must not use illegal drugs or performance-enhancing drugs or methods. Participants may be tested for drugs at any time prior to and during the tournament. Participants must co-operate with "Doping Control Testing" and provide urine samples if requested.

The Canadian Anti Doping Program rules and sanctions will be applied to any doping control infraction. In addition, NBTTA's Discipline Committee will review the infraction and apply sanctions.

**5.8 ALCOHOL AND TOBACCO**

Minors shall not drink alcohol at any time during the tournament, during travel to or from the event or at any official task. Coaches/Team Managers can only drink alcohol in authorized areas (i.e. no on-site drinking except Coaches/Team Managers Lounge) and must ensure at all times that their ability to perform the responsibilities of their position is not impaired. No member (i.e. Athlete, Coach or Team Manager) shall be intoxicated at any time. No member shall wear any official NBTTA uniform components while drinking, on or off site (exception: coaches/Team Managers lounge) Members shall abide by the rules laid down by the Organizing Committee therefore, there shall be no on-site use of tobacco products including snuff and chewing tobacco.

**5.9 GENERAL**

All participants of NBTTA Team are expected to behave in a proper and sportsmanlike manner at all times and in all circumstances. At NBTTA discretion, members shall be required to attend training sessions or courses regarding this Code of Conduct.

**5.10 CODE OF CONDUCT - INFRACTIONS****5.10.1 Minor Infractions (Behavioural Disturbances)**

The Head Coach or his/her designate is responsible for dealing with all minor infractions of the type noted, but not limited to those described below.

Disrespectful behavior

Unsportsmanlike conduct such as arguing

Being late for, or absent from, NBTTA activities or functions

Failing to follow the dress code

A minor disturbance during quiet time (after 11 PM) in the hotel

Disrespectful comments or behavior

Other similar minor infractions

**5.10.2 Major Infractions (Disorderly and Disruptive Behaviour, Dishonour)**

The Discipline Committee is responsible for responding to major infractions including, but not limited to:

Repeated Minor infractions

Curfew violations and/or major disruptions after 11 pm

Use of tobacco products, including snuff and chewing tobacco by Athletes, Coaches and Team Managers at official activities or functions, or at competition sites

Unacceptable behavior such as fighting outside of competition

Activities or behavior which disrupts competition and/or practice

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Pranks, jokes or other activities which endanger the safety of others

Use of alcohol by minors at any time

Intoxication/drunkenness at any time (regardless of age)

Bringing disgrace to NBTTA

Offensive, abusive, racist or sexist comments or actions

Use of illegal drugs/narcotics or performance-enhancing drugs or methods

Criminal activities

Possession of weapons

## **5.11 DISCIPLINARY SANCTIONS - RANGES OF RESPONSE**

A range of sanctions will be applied, consistent with the inappropriate behaviour. Sanctions for Minor Infractions committed by an athlete will be assessed by the athlete's Head Coach. A Minor Infraction committed by a coach or Team Manager will be sanctioned by a member of the NBTTA Discipline Committee.

Sanctions for all Major Infractions will be determined after a review of the infraction by the NBTTA Discipline Committee. The harshness of the sanction will depend on the severity of the infraction.

Possible sanctions include, but are not limited to:

### **5.11.1 Minor Infractions (Behavioural Disturbances)**

Verbal Reprimand

Written Reprimand

Game Suspension

Written and/or oral apology provided by the offender to the offended individual(s)

Others appropriate sanctions determined by the discipliner (Head Coach, Team Manager)

### **5.11.2 Major Infractions (Disorderly and Disruptive Behaviour, Dishonour)**

Written and/or oral apology provided by the offender to the offended individual(s)

Ceremonies (Opening/Closing) Exclusion

Uniform confiscation

Multi-Game or Event Suspension

Sent home at own expense (must be accompanied by Team Coach or designate). The disciplined participant's or his/her parents will be billed for all travel costs incurred with this sanction.

Other appropriate sanctions determined by the Discipline Committee

Note: In addition to and apart from NBTTA discipline procedures, the Coach/Team Manager may contact local police or law enforcement regarding any criminal or illegal behaviour as he or she considers appropriate to do so.

Written reports of all Major Infractions will be sent to NBTTA, the person involved, or the parents, in the case of a junior.

### **5.11.3 Further information**

Before applying sanctions, the Head Coach will give the alleged offender an opportunity to explain his/her side of the story. The Head Coach shall complete an Infraction Report for all minor infractions and sanctions applied.

All major infractions are to be brought to the attention of the NBTTA Discipline Committee as soon as possible by completing and submitting an Infraction Report. The alleged offender will have his/her tournament privileges suspended until the disciplinary hearing is held.

This Discipline Committee is comprised of a representative of NBTTA Executive, a player representative and one NBTTA coach or Team Manager.

Discipline Committee will meet as soon as reasonably possible after the incident is reported. The meeting will follow the steps outlined in the Infraction Hearing Process.

The following principles will be observed:

The alleged offender is given reasonable notice of the hearing and has the opportunity to address the Committee

The alleged offender may be accompanied by a representative of his/her choice or any other advisor including legal counsel or an Athlete's Representative

The hearing is held in private

Witnesses may be invited to present evidence at the meeting

The plaintiff, if there is one, must present his/her case to the Committee in a private/confidential session

The Discipline Committee will determine by vote: - If the infraction occurred - The severity of the infraction - An appropriate sanction

## 5.12 APPEALS PROCEDURE

Any member who is affected by a decision of the Discipline Committee shall have the right to appeal that decision. Individuals wishing to appeal the discipline decision shall have two hours from the time he/she received the written decision of the Discipline Committee to launch an appeal. If the decision is received after 10:00 p.m., the individual shall have until 10:00 a.m. the next morning to appeal. All appeals shall be in writing. Detailed reasons for the appeal shall be submitted to the NBTTA Executive Committee.

- Upon receipt of a Notice of Appeal Form, the NBTTA Executive Committee will determine whether there are any grounds for the appeal.
- An appeal may only be heard if there are grounds for the appeal which might include the following:
  - Failing to follow procedures as laid out in the “Code of Conduct”
  - Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views
  - Failing to consider relevant information or taking into account irrelevant information in making the decision - Exercising its discretion for an improper purpose or in bad faith; and/or;
  - Making a decision that was unreasonable.
- The Appeals Committee may decide to void, vary or confirm the decision being appealed. The decision of the Appeals Committee decision will be effective immediately and may be applied retroactively where it is fair and reasonable to do so. The Appeals Committee shall provide a copy of its decision to the appellant and the appellants advocate.
- The decision of the Appeals Committee shall be final and binding, and not open to any further appeal or intervention by any Court.

Code of Conduct - Confidentiality Every effort must be made to keep all information including written documents confidential. All communication of disciplinary matters to outside parties shall be handled by NBTTA Executive Committee; therefore, all other persons involved in a disciplinary matter, including the person(s) being disciplined, shall not disclose the details of the matter to outside parties. All documentation is to reside with the NBTTA Executive Committee at the end of the discipline process.

If the matter has been the subject of the organizing committee, then NBTTA Executive Committee shall convey to the Chair the action by the Discipline Committee.



## 6 REFERENCES

- [1] New Brunswick Rights Act
- [2] NSTTA Code of Conduct
- [3] NBTTA Constitution 2015-2016