

ACT TABLE TENNIS ASSOCIATION

NOTE ABOUT PROPOSED COMMITTEES & VOLUNTEERING TO SUPPORT THE ASSOCIATION

The Board has been considering establishing a number of committees to help run the activities of the association.

All members are strongly encouraged to think about giving back to table tennis and becoming actively involved in the activities of Association to ensure its continued viability into the future.

Without the support of members volunteering, the Association will not be able to function. The more people who are involved, the less work for everyone.

If you are keen to help out, please keep this in mind and look out for the information that will be issued by the Board about how you can volunteer in 2014 to support TFACT. Everyone is welcome!

The committees currently proposed for 2014 and an indicative outline of their functions are set out below. This may change.

Competition Committee

- manage all aspects of TFACT pennant competition;
- determine the number and length of competitions per year;
- select teams;
- establish ranking system and update rankings;
- review complaints re rankings;
- survey players as appropriate; and
- recommend appropriate competition fees.

Finance Committee

- in conjunction with other committees, especially Promotions and Membership, manage financial activities;
- review annual budget;
- recommend a budget for the current financial year;
- make recommendations to either increase or reduce expenditure items;
- review form for the collection of money;
- assist with the assets register;
- review fee structures within the association; and
- assist with the writing of finance procedure manual to include policy where relating to expenditures.

Grants and Governance Committee

- advise on high level association and strategic matters;

- attend meetings with key stakeholders, including ACT Sport and Recreation;
- liaise with all relevant persons and appropriate sources regarding potential grants;
- review the constitution as appropriate and advise on constitutional matters;
- advise on policy and procedural matters;
- advise on insurance, legal matters;
- liaise with Table Tennis Australia (TTA) on business matters;
- advise on disciplinary matters;
- oversee regular reviews of risk management plan for recommendation to the board; and
- advise on compliance with TTA anti-doping policy.

Tournaments Committee

- manage and run all aspects of TTACT tournaments;
- liaise with other committees to ensure equipment is available and events promoted; and
- liaise with other associations, organisations etc to ensure successful tournaments.

Promotions and Membership Committee

- manage activities to promote table tennis in the ACT and increase TTACT membership;
- update and maintain membership lists;
- consider and propose ways of increasing membership;
- consider and implement (after approval) advertising strategies (social media, traditional media);
- review and enforce membership fees;
- maintain the Association's website, Facebook page; and
- develop training programs for implementation within special schools in Canberra/Queanbeyan/Yass regions.

Athletes with Disabilities Committee

- support AWD coaching, schools program on Monday, weekend segments, organise roster of coaches and volunteers;
- address promotional opportunities for the AWD program to maintain/increase membership;
- develop training programs for implementation within special schools in Canberra/Queanbeyan/Yass region;
- promote national championships, support participating athletes;
- organise/assist with "Come and Try" AWD initiatives;
- actively seek volunteer support among TTACT members to assist with AWD coaching program;
- manage AWD component, promote within ACT and interstate, liaise with Wheelchair NSW, CP Australia, Paralympic Preparation Program and similar organisations; and

- review disability access to venues and facilities and suggest options if adjustments are required.

Coaching and Junior Development Committee

- manage coaching and junior development;
- advise on coaching schedule and fees;
- establish required credentials of coaches;
- maintain register of coaches;
- maintain a talented junior program;
- establish tournament schedule for juniors;
- liaise with organisers of schools program; and
- actively seek volunteer support among TTACT members to assist with coaching program.

Facilities Committee

- determine the status of ACT table tennis facilities;
- consider other playing facilities, clubs, school halls, community halls, embassies, agencies etc.;
- review structural soundness of Kingston facility;
- review cleaning functions of Kingston centre;
- review disability access to venues and facilities and suggest options if adjustments are required;
- arrange maintenance; and
- arrange moving of equipment.

Tuggeranong Indoor Centre Committee

- liaise with Tuggeranong Centre Manager;
- review playing numbers compared to budgeted estimates;
- review playing conditions;
- work with other committees on promotions at Tuggeranong;
- advise on activities at Tuggeranong;
- advise on fee structure at Tuggeranong;
- provide appropriate assistance to Tuggeranong Centre Manager; and
- review equipment maintenance.