



**WAITEMATA**  
**TABLE TENNIS**

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WTTA Handbook  
Processes and Bylaws  
Version 2.5.2  
26<sup>th</sup> January 2025



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## Waitemata Table Tennis – Code of Conduct

### Members

- a) Table Tennis is a sport that continuously works to unite people. We want everyone to feel safe and welcome in our game and no vilification based on race, gender, religion, disability or sexuality is acceptable. No language that isolates, divides or insults people based on any of those factors can be tolerated.
- b) Treat everyone equally, fairly and with dignity regardless of gender or gender identity, sexual orientation, ethnicity, cultural or religious background, age or disability.
- c) Any form of bullying, harassment or discrimination has no place in Table Tennis.

### Committee Members

- a) **Work Together:** Committee members will at all times work together in a spirit of good faith, mutual trust, respect and co-operation. The overall best interests of the Association and players(s) must be paramount in all decision-making;
- b) **Collective responsibility:** The committee speaks with one voice. Discussions within the committee can, and should, be robust and ideas debated, but when a decision is made, the whole committee must back the decision and not undermine it within the membership.
- c) **Confidentiality:** If there have been disagreements within the committee, these shouldn't be discussed with the membership, just the decisions made.
- d) **Transparency:** Committee members cannot have personal agendas that do not support the overall direction of the committee. Members must be open about their intentions. Also, transparency means telling your members of your discussions and decisions, but not who supported the decision and who didn't.



## Waitemata Table Tennis – Role & Responsibilities: Office Bearers

### President

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

#### Responsibilities and duties:

- To maintain consistent and open communication between committee members.
- To provide leadership and have responsibility for the management of Association business.
- Responsible for daily operational decisions.
- Distribute an Agenda and Minutes for Committee Meetings.
- Preside over and attend all Association Meetings and other Association functions from time to time.
- Write a 'President's Page' for the Annual report.
- Be the Association's representative or have nominated a proxy at TTNZ AGM meetings.
- Be an ex-officio member of all committees or sub-committees of the Association.
- First point of contact for issue escalation from Sub-Committee convenors, or members
- Manage WTTA Handbook
- Manage all aspects of Waitemata Stadium venue, including:
  - Venue Hire, security, and operational matters
  - Session management
  - Stadium Manager (if this role exists)
  - Stadium cleaning
  - Manage any staff and/or contractors (voluntary or paid roles)
  - Escalation point for any stadium issues

**IF** the President is unable to attend to any of the above duties for any reason then the Secretary shall to such duties in lieu of the President.



## Secretary

The Secretary provides a coordinating link between members, the management committee and outside agencies.

Responsibilities and duties:

- To maintain consistent and open communication between the Committee and ensure that the President is informed of all matters affecting the management of the Association.
- Convene and attend all meetings of the Association.
- Assist the President with meeting minutes
- Send and receive mail on behalf of the Association, except where that is specifically required of another officer's role.
- Receive contents, edit and prepare Annual Report for printing for AGM.
- Liaise with the Web Master regarding publishing items onto the website and Facebook page.
- Save all minutes and documents to be passed onto future secretaries.

## Treasurer

The Treasurer is the chief financial management officer

Responsibilities and duties:

- To maintain consistent and open communication between the Committee and ensure that the President is informed of all matters affecting the management of the Association.
- Have the power to expend on behalf of the Association, not more than the sum fixed by the committee from time to time, without the express sanction of the general committee.
- Receive all monies and pay same into the banking account of the Association.
- Keep an account of all assets and liabilities of the Association and all such monies received and disbursed, which account shall be submitted to the Annual General Meeting duly audited.
- Present a report to each meeting of the Association which shall include accounts for payments and payments made from time to time.
- Supply the Secretary a copy of the audited report for inclusion in the Annual Report.

## Role & Responsibilities: Executive Committee

The Executive Committee has a Fiduciary Duty to consider a wide range of issues and collectively make decisions as to what actions must be taken to ensure that the organisation is being appropriately managed.

The role of committee includes:

- The planning of programs, events and services as desired/ expected by the members.
- Set fees and monitor expenditure.
- Seek Sponsorship and other funding.
- Develop policies and procedures.
- The recruitment of volunteers to deliver services e.g. coaches, referees, event helpers.
- Resolve issues escalated from members.

Committee protocols:

- Meetings are a safe environment: opinions and discussions can be robust but remain confidential.
- Final minutes and final decisions are public.
- Final decisions are to be supported by all the committee.
- Issues arising between meetings are to be raised with the President immediately.

Responsibilities - Committee members

- Ensure the President is informed immediately of all matters affecting the management of the Association
- Listen to others on the committee carefully, ensure only one person speaks at a time.
- Be objective and keep discussion focused on the topic.
- Seek feedback as required and report back to the committee.
- Promote the values, aims, rules and regulations of the club by acting as its ambassador, always presenting it and its members in a positive light
- Act only in the interests of the club as a whole, not individuals or small groups.
- Listen and respect the views of others and always use appropriate and respectful language and behavior.
- Help establish and maintain a comprehensive set of club rules and regulations that are regularly reviewed including a club risk register to understand and limit any potential threats to the club
- Manage club funds so as to maximise value for money in all club financial dealings
- Champion equality and respect the rights, dignity and worth of all people involved in the club, regardless of gender, race, marital status, colour, disability, sexuality, age, occupation, religion or political opinion
- Prepare for meetings by reading all papers which have been circulated prior to meetings
- Regular attendance, participation, and contribution at meetings.
- Attempt to reach decisions by consensus and always publically support final decisions even if personal opinions are different
- Ensuring timely response to feedback, and timely completion of agreed actions
- Supporting fellow Committee members in their leadership of the club

## Role & Responsibilities: Operational Sub Committee's

Each Sub-Committee convenor is responsible for sending a report each month to the Executive Committee and keeping the President informed of any issues as they occur

- Session Managers Sub-Committee: Members & Convenor appointed by Executive Committee
  - Prepare Monthly attendance report and send to Executive committee
  - Ensure all session managers fill in session manager form correctly
  - Deal with minor issues, report actions to President and/or Executive committee
  - Escalate issues to President.
  
- Maintenance Sub-Committee: Members appointed by Executive Committee
  - Routine Stadium maintenance
  - Deal with minor issues, report actions to President and/or Executive committee
  - Escalate issues to President.
  
- Coaching Sub-Committee: Members appointed by Executive Committee
  - Keep monthly report on session volumes
  - Advertise session times
  - Manage CollegeSport competition
  - Each week appoint coaches to each session
  - Complete coaching session forms each session for Treasurer
  - Advise Treasurer which coaches (and hours) to pay each week
  - Deal with minor issues, report actions to President and/or Executive committee
  - Escalate issues to President.
  
- Health & Safety Committee: Members appointed by Executive Committee
  - Develop the club Health and Safety Policy
  - Implement the Health and Safety Policy by;
  - Manage hazards and remove/minimise/isolate hazards
  - Ensure all club members and other involved parties are aware of the Health and Safety Policy
  - Bring to the attention of the president any major health and safety issues on a regular basis
  - Report all major accidents to OSH (if required by law).
  - Work with the Treasurer to develop a budget for implementing the Health and Safety Policy
  - Oversee the implementation of the strategies in the Health and Safety Policy
  - Deal with minor issues, report actions to President and/or Executive committee
  - Escalate issues to President.
  
- Waitemata Stadium Management: (President & Stadium Manager)
  - Responsible for all day to day operational requirements of the facility
  - Manage membership system
  - Manage stadium security
  - Manage venue hire
  - Organise cleaning
  - Deal with minor issues, report actions to President and/or Executive committee
  - Escalate issues to President.



## Acceptance of Nomination for Committee

Nominations for members of the Committee must meet the requirements of cl 7.0 of the WTTA Constitution

Additionally, to accept a nomination for committee each nominee must sign an agreement accepting the nomination and agreeing to abide by the WTTA Constitution and all bylaws WTTA Handbook. If the member does not sign the accepting the nomination they will be deemed to have not accepted the nomination.

A Member who has had a majority WTTA Committee vote stating the member has breached the Code of Conduct shall not be eligible to accept a nomination for re-election for one to two years following the vote (at the discretion of the Committee).

Nomination Acceptance Wording:

**I accept the nomination** for the WTTA Committee, and I agree (if elected) to abide by and follow the WTTA Constitution and all bylaws in the WTTA Handbook.

Signed \_\_\_\_\_ Date \_\_\_\_\_



## Code of Conduct / Confidentiality – Committee Members

By accepting the role of WTTA Committee member, all Committee Members agree that:

- Meetings are a safe environment: opinions and discussions can be robust but remain confidential.
- Final decisions are to be supported by all the committee.
- Act only in the interests of the club as a whole, not individuals or small groups.
- Promote the values, aims, rules and regulations of the club by acting as its ambassador, always presenting it and its members in a positive light
- Listen and respect the views of others and always use appropriate and respectful language and behavior.
- Issues arising between meetings are to be raised with the President immediately.
- Abide by the WTTA Handbook and WTTA Code of Conduct
- Act in the best interests of the Association
- Maintain confidentiality.
- Abide by safety and risk management requirements.
- Champion equality and respect the rights, dignity and worth of all people involved in the club, regardless of gender, race, marital status, colour, disability, sexuality, age, occupation, religion or political opinion

*WTTA Information consists of all Waitemata information (draft meeting minutes, committee documents and committee correspondence.) and all WTTA members personal information (e.g. WTTA member's date of birth, home address, email address, phone number). Personal information is any information which tells us something about a person. The information does not need to name the person, as long as they are identifiable in other ways, like through their home address. This information doesn't need to be sensitive, confidential, or private. If there is a reasonable chance a person could be identified it can still be personal information for the purposes of the Privacy Act 2020.*

**Any** WTTA and members information I held by Committee Members is confidential to Waitemata Table Tennis.

**All** WTTA information collected by, or provided to, Committee Members remains confidential and the property of Waitemata Table Tennis and must be destroyed and/or provided to Waitemata Table Tennis when requested.

**Committee Members** shall not discuss any confidential information obtained as a volunteer, Session Manager or Committee member with anyone who has not signed a WTTA confidentiality agreement.

A WTTA Officer of the Association may raise concerns regarding any breaches of the above with the Committee. If a majority vote of the Committee subsequently then agrees that I have breached any of the terms above I agree that I will step down from the committee immediately.

**Any** breaches of the above may be grounds for cessation of membership under cl 14.0 of the Waitemata Table Tennis constitution.



## Code of Conduct / Confidentiality – Session Managers

By accepting the role of WTTA Session manager, all WTTA Session Managers agree to:

- Abide by the WTTA Handbook and WTTA Code of Conduct
- Act in the best interests of the Association
- Maintain confidentiality.
- Abide by safety and risk management requirements.
- Champion equality and respect the rights, dignity and worth of all people involved in the club, regardless of gender, race, marital status, colour, disability, sexuality, age, occupation, religion or political opinion

WTTA Information consists of all Waitemata information (draft meeting minutes, committee documents and committee correspondence.) and all WTTA members personal information (e.g. WTTA member's date of birth, home address, email address, phone number). Personal information is any information which tells us something about a person. The information does not need to name the person, as long as they are identifiable in other ways, like through their home address. This information doesn't need to be sensitive, confidential, or private. If there is a reasonable chance a person could be identified it can still be personal information for the purposes of the Privacy Act 2020.

**Any** WTTA and members information held by Session Managers is confidential to Waitemata Table Tennis.

**All** WTTA information collected by, or provided to, Session Managers remains confidential and the property of Waitemata Table Tennis and must be destroyed and/or provided to Waitemata Table Tennis when requested.

**Session Managers** shall not discuss any confidential information obtained as a volunteer, Session Manager or Committee member with anyone who has not signed a WTTA confidentiality agreement.

A WTTA Officer of the Association may raise concerns regarding any breaches of the above with the Committee.

**Any** breaches of the above may be grounds for cessation of membership under cl 14.0 of the Waitemata Table Tennis constitution.



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## Waitemata Table Tennis - Membership and Fees

Membership is open to Applicants 5 years and older by signing up online at [wttta.helloclub.com](http://wttta.helloclub.com)

Membership is for 12 months, from the date of joining. Members must reapply for membership at the end of their 12 months term.

A manual paper membership form is available for members that can't sign up online, manual processing fee may apply.

The Committee shall have complete discretion when it decides whether to allow the Applicant to become a Member, or renew membership.

The Committee shall advise the Applicant of its decision and that decision shall be final (*WTTA Constitution Section 17*)

Waitemata Table Tennis Membership is not required for access to Waitemata Table Tennis facilities (including the Waitemata Table Tennis stadium) in our region, but some venue's may provide discounts for members.

Access to Waitemata Table Tennis facilities, and venue/session fees charged by each facility, is upto the discretion of each venues management team.

### Waitemata Table Tennis Membership Fees

Juniors (Under 19)	\$40 per 12 months
Seniors (20-65)	\$40 per 12 months
Over 65	\$20 per 12 months
Life Members	Free (motion passed 2014 AGM)



# WTTA Handbook

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## Waitemata Table Tennis Stadium – 2024 Session Fees

You do not have to be a Waitemata Table Tennis member to access the Waitemata Table Tennis facility.

Membership of Waitemata Table Tennis does not guarantee venue access. Venue access is at the discretion of the facility management team.

### Stadium Session Fees

Session	WTTA Members	Non-Members	Swipe Tag Members
Day Club	\$5	\$15	Free
Night Sessions	\$7	\$15	Free
Wednesday Teams (7pm)	\$7	\$15	Free
Group Coaching	\$10	\$15	Free
Casual Table Hire (via HelloClub booking)	\$10 per hour per member	\$10 per hour (with a member)	Free with another Swipe Tag member

*Note: Session managers are reminded to charge the normal price for non-members, and that there is no “first week free” policy, and no “\$2 for over 80s” policy*

### Stadium Swipe Tag access (via <http://wtta.helloclub.com>)

Juniors (under 19)	\$400 per 12 months
Seniors (20-65)	\$500 per 12 months
Over 65s	\$400 per 12 months
Weekly Swipe Tag	\$13 per week



## General Stadium Conditions of Entry

**Access to the Stadium is based on trust and is a privilege, which can be removed at any time, for any reason, by decision of the stadium management team.**

For certain events, access to the stadium may be permitted to patrons holding valid accreditation. Patrons must follow the directions of Stadium volunteers at all times.

When dealing with our Stadium volunteers, you can expect them to treat you with courtesy and respect. We expect you to treat our volunteers with the same courtesy and cooperate with our processes and requests.

A surveillance camera system is in use throughout the Stadium for the purpose of incident response. Only necessary footage is retained and may be shared with New Zealand Police if required.

The WTTA reserves the right to suspend or cancel the rights, privileges and membership of any member whose actions are detrimental to others' use, safety, and enjoyment of the Stadium

The following behaviour will prevent access to the Stadium, or may result in trespass from the Stadium:

- Failing to comply with stadium management security and/or safety requests.
- Using obscene language, verbal or physical abuse or behaviour in a disorderly or offensive manner.
- Engaging in verbal or physical harassment or discrimination of any kind including, but not limited to, discrimination based on age, gender, race or ethnicity, sexual orientation, disability or religion.
- The Stadium is a Smokefree and Vapefree venue. No smoking or vaping is permitted anywhere inside.
- Carrying out unauthorised activities within the Stadium.
- **Tampering with, deliberately defacing or damaging any stadium fixtures or equipment.**
- **Tampering with, touching, moving, or unplugging any stadium security cameras.**

The following people may be refused entry or asked to leave the stadium:

- People who have been previously issued with trespass notice that still applies (this is an offence under the Trespass Act 1980).
- People who are not authorised to be in the Stadium.
- People who are clearly exhibiting symptoms of an infectious disease or observably affected by alcohol or under the influence of recreational or performance enhancing drugs.

**Failure to comply with any of the above conditions of entry may result in the following:**

- **Verbal warning and/or instant revocation of stadium access and/or trespass.**

## **Restricted or prohibited Items:**

Stadium users may not bring into the Stadium:

- Recreational or performance enhancing drugs.
- Gang patches and gang paraphernalia.
- Noise making devices including musical instruments (unless prior agreement with Stadium management).
- Dogs or other pets (unless on approved WTTA dogs list).
- Flares, fireworks.
- Laser pointers, whistles, horns, bells, vuvuzelas or similar items.
- Drones and other flying devices.
- Knives of any size or other weapons.
- Skateboards, roller blades, scooters, bicycles or similar items.
- Signs or banners that are obscene, abusive or may cause offence.
- Flag poles.
- Photographic devices for any purpose other than private non-commercial purposes are not permitted. Stadium Management will, at their sole discretion, determine whether or not an item is intended for personal or commercial use.
- Any other item that Stadium management determines may cause injury, public nuisance, inconvenience or offence.

## **Dress code:**

All patrons entering the Stadium must be appropriately dressed. For your own enjoyment, please comply with the following:

- Clothing must conform to reasonable standards of decency.
- No clothing or accessories displaying offensive messages.
- No gang patches.
- Accessories that look like, or could be used as, weapons are not permitted.



## Waitemata Table Tennis - Membership Terms & Conditions

**All members agree to the following terms and conditions.**

You do not need to be a member to play casually, but when you become a member of the Waitemata Table Tennis Association (WTTA) you will gain the following rights:

- Voting rights at the Annual General Meeting, and Special General Meeting as dictated by the Constitution
- The ability to play in TTNZ affiliates individuals tournament as a WTTA representative.
- The ability to play in TTNZ team's tournaments as a WTTA representative (if selected; see WTTA selection policy)
- The ability to play in any WTTA competition

Membership is for 12 months, from the date of joining. The Committee shall have complete discretion when it decides whether to allow the Applicant to become a Member or renew membership.

By joining Waitemata Table Tennis you agree to abide by the WTTA Constitution, Code of Conduct and all bylaws and do nothing to bring the Association into disrepute.



## Waitemata Table Tennis - Swipe Tag Terms & Conditions

### Swipe Tag Stadium Access Agreement

#### Compliance with Rules

**Provision of swipe tag access to the Stadium is a special membership based on trust and is a privilege, which can be removed at any time, for any reason, by decision of the committee.**

The WTTA reserves the right to suspend or cancel the rights, privileges and membership of any member whose actions are detrimental to the use, safety, and enjoyment of the Stadium

All swipe tag members must agree to abide by the rules below. These rules may be amended as needed.

- Only Swipe Tag members and paying guests may enter the stadium during non-staffed hours. Everyone must use their swipe tag individually.
- Swipe Tag sharing is strictly prohibited and will result in immediate loss of membership; swipe tag sharing is viewed by WTT as stealing services.
- No one may use your swipe tag for any reason.
- No stadium access outside of normal stadium hours without prior approval from WTTA President
- All outside doors must remain closed, and locked, during all non-staffed hours (front door and fire exit).
- No one under the influence of alcohol or drugs is permitted in the Stadium during all non-staffed hours.
- Stop playing if you experience a potential injury and seek medical attention; call 111 in case of an emergency.
- Notify management if you notice any potentially dangerous conditions within the Stadium.
- Please place any rubbish in bins provided
- Please wash and dry any dishes used in the kitchen
- Please check all toilet lights are turned off when leaving the Stadium
- Please check all windows and air vents are closed, and locked, when leaving the Stadium
- **Do not tamper with, touch, move, or unplug any stadium security cameras.**

Please report any lost swipe tag to us immediately so we can deactivate it. Replacement tags are \$50

Failure to do so may result in the following:

- Verbal warning or \$100 fine immediately charged to credit card on file
- And/or instant revocation of stadium access

**When arriving & leaving push the front door closed and check that it has locked**

## Waitemata Table Tennis - Termination of Membership

### Membership terminated due to non-payment of Subs

If any Member does not pay a Subs or levy by the date set by the Committee, the Secretary will give written notice to that member that unless the arrears are paid by a nominated date the Membership will be terminated. After that date, the Member shall (without being released from the obligation of payment of any sums due to the society) have no Membership rights and shall not be entitled to participate in any activity requiring membership i.e. Waitemata Closed, voting rights at AGM, represent Waitemata in Team Events, play in TTNZ affiliated tournaments (e.g. Auckland Open).

A member may subsequently re-join by paying any arrears, and a new Membership fee. As per a new member the Committee shall have complete discretion to decide whether to allow the Application to re-join.

### Membership terminated due to other reasons (*WTTA Constitution Section 14*)

14.1 Any member may resign by giving written notice to the Secretary

14.2 Membership terminated in the following way:

- a. If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purpose of the Society, the Committee may give written notice of this to the Member ("the Committee's Notice").  
The Committee's Notice must:
  - i. Explain how a Member is breaching the rules or acting in a manner inconsistent with the purposes of the Society;
  - ii. State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member's Membership.
  - iii. State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.
  - iv. State that if the Committee terminates the Member's Membership, the Member may appeal to the Society.
- b. Fourteen days after the Member received the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice") which takes immediate effect. The Termination Notice must state that the member may appeal to the Society at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the Member's receipt of the Termination Notice.
- c. If the Member gives the Member's Notice to the Secretary, the Member will have the right to be fairly heard at a Society Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of events as the Member sees them ("Member's Explanation")
- d. When the Member is heard at a Society Meeting, the Society may question the Member and Committee Members.
- e. The Society shall then by majority vote whether to let the termination stand, or whether to reinstall the Member. The Society's decision will be final.



## Waitemata Table Tennis - Selection criteria

All players representing Waitemata must have a current paid up membership card, not owe the Association any money and have no current disciplinary issues, plus meet the selection criteria below.

### North Island Teams

- Selectors will pick teams; but players may request their own teams
- Paid member, no outstanding fees, no current disciplinary issues
- Association will pay team entry fees for players who played the previous Waitemata Closed and/or Waitemata Open.
- Players who haven't played these tournaments may still be in a team if they pay the team entry fee.
- Priority giving to members who regularly attend association coaching sessions

### Veteran Nationals – teams

- Selectors will pick teams; but players may request their own teams
- Paid member, no outstanding fees, no current disciplinary issues
- Association will pay team entry fees for players who played the previous Waitemata Closed and/or Waitemata Open.
- Players who haven't played these tournaments may still be in a team if they pay the team entry fee.

### Junior and Senior Nationals – teams

- Selectors will pick teams
- If trials are held these are mandatory
- Paid member, no outstanding fees, no current disciplinary issues
- Priority giving to members coming to coaching sessions
- Players are expected to have played both the previous Waitemata Closed and Waitemata Open.
- Association will pay team entry fees for players who played the previous Waitemata Closed and/or Waitemata Open. Players who haven't played these tournaments may still be in a team if they pay the team entry fee.



# WTTA Handbook

Task	Task	Agreed Reimbursement
Office Bearers	See role of Office Bearers	Free yearly membership
Executive Committee	Emails, Monthly meeting (1-2 hours)	
Head Coach	Organise Coaches for Weekly coaching sessions	Swipe Tag, Agreed Hourly Rate
Group Coaches	Open stadium, collect fees, coach	Swipe Tag, Agreed Hourly Rate
TTNZ AGM	travel, full day meeting once a year	Travel and Accommodation
College Sport CoOrdination	Emails, liase CollegeSport, entry form, drive to meetings with external parties, Weekly Draws and Results Run competition 4-8pm Fridays	Agreed Hourly Rate
Stadium Cleaning	Cleans stadium, half Monday, half Tuesday	Agreed Hourly Rate
Day Club Sessions	open stadium, run session, play in session, submit monthly report to Executive Committee	Can play in session for free
Casual Night Sessions (including Wednesday Teams)	open stadium, run session, play in session, submit monthly report to Executive Committee	Can play in session for free
College Sport Night Manager	4-8pm Fridays	Agreed Hourly Rate
North Island Teams – Coaches/Managers	Organise travel and accommodation Coach Manage Juniors	Subsidy towards Travel and Accommodation
North Islands Individuals – Coaches/Managers	Organise travel and accommodation Coach Manage Juniors	
Junior Nationals – Coaches/Managers	Organise travel and accommodation Coach Manage Juniors	Travel and Accomodation
Waitemata Closed & Waitemata Open Tournament Manager	Tournament Manager - Entry form - Collect Fees, Organise Prizes - Timetable - Seedings - Draw - Handle Disputes	Agreed Rate



## Waitemata Table Tennis – Coaching Policies

### Stadium Group Coaching

At the start of the year the head coaches will be appointed for the upcoming year. This can be one or two persons (boys & girls).

The Coaching sub-committee will keep a Coaching register of available group coaches, who will be defined into the following categories based on their coaching qualification.

- Head Coach
- ITTF Level 1 Qualified Group
- Non-Qualified Group Coach

Before each group coaching session head coaches are responsible for advising coaches which group coaches are required for coaching

Head Coaches are responsible for maintaining a monthly coaching report noting number of attendees per session and who the session coaches are.

After the group coaching head coaches are responsible for advising the Treasurer the names of each coaches running group coaching and hours they coached.

The Treasurer will pay each coach at the agreed hourly rate based on the coaching category

### Commercial Coaching

Only Coaches approved by Committee in writing will be allowed to charge for any coaching in the Waitemata Table Tennis stadium “approved commercial coaches”

Preference will be given to coaches who regularly help with Association group coaching.

Members who are regular group coaches may apply to the committee to become an approved commercial coach. Group coaches are paid significantly less than market rate for group coaching. To appreciation of this semi-voluntary work, group coaches who are granted approval to be commercial coaches might not be asked to pay for private coaching table hire – this will be at committee’s discretion.

Coaches who are not regular group coaches may apply to the committee to become an approved commercial coach. For these coaches there will be a cost for coaching table hire. Committee will consider these applications on a case by case basis and advise coaching table hire cost.

As a rule, Association activities will take priority over commercial coaching.

### Members providing free coaching to other members

Committee reserves the right to stop members providing free coaching to other members. As a rule, Association activities will take priority over members providing free coaching.



## Waitemata Table Tennis - Session Manager Procedures

### Arrival:

- The stadium will automatically unlock 15 minutes before the session starts.
- Lights will automatically turn on when session starts and turn off 15 minutes after session finishes
- Any issues with stadium unlock or lights please phone Alfred (022 648 0447)
- Please alert President or Stadium Manager at least 24 hours in advance if a session is not going to proceed so they can disable stadium unlocking on this date
- When you arrive open the 4 grilles in the playing area (summer)
- When you arrive open the window in each toilet, and check toilets/bins for cleanliness
- The EFTPOS machine and session form are located in the office
- Sign players in, complete daily session form (please use tidy handwriting)
- Ensure members / nonmembers price is used
- Member status can be checked against printed members list in the office.
- Ask President or Stadium Manager if members list is out of date.
- If players pay cash, please collect cash, and pay the total cash amount using your EFTPOS card, or place cash in plastic bag and put in office for banking. Please note on daily session form what you have done
- In summer, you may turn on the stadium roof vents for 15 minutes prior to play starting.
  - Make sure stadium grilles are open before turning on stadium roof fans.
  - Please turn stadium roof fans off once play has started.

### IMPORTANT:

- If you are not 100% sure where the roof fan switch is please **ask** Andrew or Alfred first
- Access to the electrical cupboard is strictly limited to turning roof fans on or off.
- Please ensure cupboard remains locked at all times.
- Do not store anything in electrical cupboard
- Do not turn any other switches on or off
- Do not unplug anything in electrical cupboard

### Leaving:

- Leave daily session form in session managers cupboard in named drawer
- Update day page in sessions book – put in number of attendees and fees collected
- Check players' lounge kitchen for cleanliness
- Close toilet windows, turn lights off, check toilets for cleanliness
- Close stadium grilles
- Ensure stadium door is pushed shut behind you
- Double check stadium door is locked



## **Waitemata Table Tennis – Stadium Dogs Policy**

Members (“the Owner”) must apply in writing to the committee before bringing dogs into the stadium.

Committee may provide approval on a case-by-case basis for small, well behaved, dogs. The Committee shall have complete discretion when it decides whether or not to approve a dog. The Committee shall advise the Owner of its decision, and that decision shall be final.

Owners are responsible for their dog and must keep them under control.

At any time, the Stadium Management may ask Owners, and their dog, to leave the Stadium if the Stadium Manager considers the dog is causing, or likely to cause, a safety risk or nuisance to other members.

The Stadium Management decision shall be final.

Approval can also be revoked at any time by majority vote of the Committee.

The Committee will maintain an approved dog’s register and display this in the Stadium office.



# WTTA Handbook

## Waitemata Table Tennis – CCTV Policy – last updated 3/11/2024

CCTV Purpose: To record footage that can be used to investigate health and safety or security incidents inside the stadium or surrounding car park. Including investigation into altercations, accidents, intruders, burglary and investigations into members contravening stadium usage policies e.g. using the stadium out of hours, or breaching swipe tag usage rules.

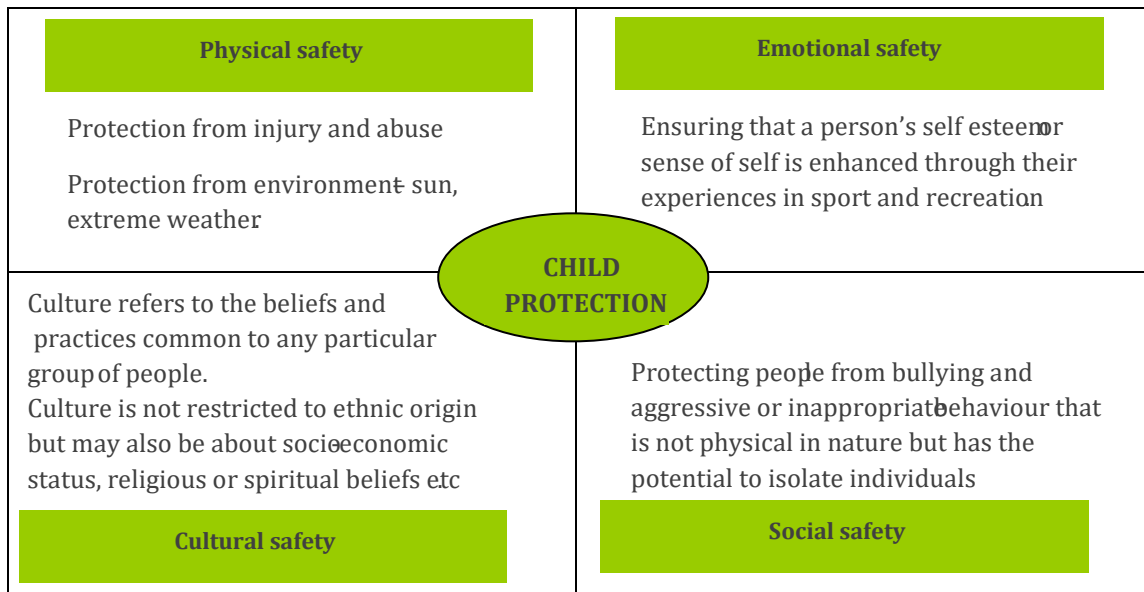
Relevant guidelines	Actions and practices	Policy
Section 2 Guideline 2.3	Responsibility: There is a named individual who is responsible for the operation of the system.	Two assigned committee members
Section 3 Guideline 3.1	Equipment: You have chosen CCTV cameras and other equipment that are suitable for your purpose (outlined above) and they are operating properly.	WiFi enabled cameras that can be monitored remotely and records to a secure network server
Section 3 Guideline 3.3	Unintrusive camera locations: The CCTV cameras are not located in places that intrude on the privacy of individuals (such as bathrooms, backyards, through windows etc).	Unintrusive, the cameras are not located in places that intrude on the privacy of individuals e.g. bathrooms.
Section 4 Guideline 4.2 and 4.3	Signage: There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system, your name and contact details are displayed on the signs.	Visible signs at the entrance of the stadium.
Section 5 Guideline 5.1	Limits to time when cameras operate: CCTV cameras only operate when necessary, such as during opening hours or days and times of the week when crime peaks.	Cameras operate 24/7 but accessing the recording on CCTV server is only manually instigated if an incident is received.
Section 6 Guideline 6.2	Use and disclosure of CCTV images: You only use or disclose CCTV footage for the purpose outlined above and not for any other reason.	CCTV data is not disclosed without committee approval, for an approved purpose.
Section 7 Guideline 7.1	Security of CCTV images: Images are transmitted and stored securely.	CCTV data is stored on a secure locked network server.
Section 7 Guideline 7.2	Limited retention periods: Recorded CCTV images are kept for a specified time. This time period must not be longer than is necessary to achieve your purpose outlined above.	CCTV data is only kept for 30 days
Section 8 Guideline 8.2	Access to CCTV images by individuals: Individuals can access CCTV images of themselves, but you also protect the privacy of others in the footage.	Individuals can not access CCTV data without committee approval, and only for an approved purpose that will not affect the privacy of others
Section 8 Guideline 8.4	Log of access: You keep a log of who has accessed your CCTV footage, including access by individuals and the Police.	Committee will keep a log of any individuals granted access to any CCTV data
Section 9 Guideline 9.3	Regular review: You do regular checks to ensure the system is working properly.	Committee will review this policy annually

## Working with children and youth

Children and young people have a fundamental right to participate in table tennis that is safe and protects them from injury, abuse and other harm. Waitemata Table Tennis has an obligation to protect others from harm. Keeping children and young people safe as they participate in table tennis activities is one factor that helps to increase the level of enjoyment and enhances the attractiveness of our sport.

Ensuring a child's or young person's safety involves minimising or eliminating activities and actions that are more likely to cause harm. This includes protecting them from: injury; bullying; all forms of abuse; violence; extreme weather; and unsafe equipment and/or facilities. It also includes eliminating practices that impact negatively on a child's or young person's self-esteem; sense of self; and social and cultural identity.

The diagram below identifies four different elements of child protection that should be considered by all providers of table tennis.



## SAFETY CHECKLIST

Table tennis organisations and/or events should cover off the following procedures for protecting children and young people:

- identification of a person (or people) with responsibility for child safety
- clear guidance on matters such as supervision ratios and emergency procedures
- a process for recording incidents/accidents, concerns and referrals and appropriate storage of these
- a process for dealing with complaints
- when recruiting staff/volunteers - assess their suitability for working with children o referee checks on staff and volunteers; and o induction and training for staff and volunteers
- emergency contact information collated from each child/young person
- medical information gathered and medical consent form
- attendance registers kept
- equipment checklists maintained
- a health and safety checklist applied
- first aid available
- consent to capture and use photographs of the child/youth in the activity.

## GUIDELINES FOR WORKING WITH CHILDREN AND YOUTH

### (1) Maintain appropriate boundaries

Coaches should maintain clear:

- Physical boundaries
  - Use drills to develop fitness, not as a punishment.
  - Only use physical contact that is appropriate for the development of a particular skill.
  - Work within sight of others at all times.
- Emotional/verbal boundaries
  - Use positive feedback on performance, not negative feedback about the person.
  - Be encouraging and avoid put downs.
- Social boundaries
  - Do not socialise with players outside sporting functions.
- Sexual boundaries
  - Do not have intimate relationships with players you are coaching.
  - Do not touch players in ways likely to make them feel uncomfortable.

**PLAY  
IT SAFE**

### (2) Minimize physical contact.

Any physical contact with players should be to

- Develop skills
- Treat an injury
- Meet the specific requirements of table tennis coaching

Permission from the player should always be obtained if physical contact is required.

### (3) Avoid being alone with a child /youth

To protect yourself and the child from risk...

- Do not isolate yourself and a child and avoid being alone with any particular child
- If a child approaches you and wants to talk privately about a matter, do so in an open area and in the sight of other adults
- Before going into a changing room, knock or announce that you are coming in. Try to have at least one adult with you in a changing area with children.

### (4) Maintain control – avoid losing your temper

- Avoid aggressive language and body language which a child may find intimidating
- Give positive messages
- Consider ways beforehand how you and other coaches/officials will manage unacceptable behaviour by the child;  
eg. a time out place; a card warning system.

## (5) Make sure parents are clear about the collection of their child

Parents or caregivers need to be responsible for the collection of their children from a table tennis venue.

A list of actions that could help include:

- A register of parent/caregiver emergency contact numbers
- Letting children and parents/caregivers know about the start and finish times of the practice/activity. It is not the responsibility of the coach or any other member of the organisation to transport children home if parents are delayed.
- Making very clear to the parent/caregiver the place and time where the child can be collected.
- Wait until all children are collected by parents/caregiver.
- Avoid the risk of being left alone with the last child not collected by a parent/caregiver. Try to have another adult with you.

## (6) Avoid transporting players/participants

Ideally all players should have their own transportation to and from the table tennis activity. You should only provide transportation when:

- The driver is properly licensed to carry passengers
- The vehicle used for transportation is currently registered and has a current WOF.
- Other players/participants are in the vehicle
- The ride has been approved by the parent/caregiver
- The ride is directly to/from the table tennis activity

**PLAY  
IT SAFE**

Signed authorisation by the parents must be sought prior to any transportation of children/youth to a table tennis activity.

You must be clear with the child and parent/caregiver on the time you are leaving and returning.

## (7) Overnight and away trips

- Make sure there are appropriate levels of supervision of adults to children. Eg 1: 4 or 1: 6. It will depend on the type of environment.
- If you are taking a mixed team or all girls away, there must be at least one woman accompanying the group
- If there is only going to be one other adult with you, it is advisable that person is not a relative or partner
- At least one adult on the trip should be confident in first aid.
- Adults should not share rooms with children
- Ensure emergency procedures are to be in place for a rapid response to any alarm raised by a child and for quick communication with parents/caregiver.
- All adults taking children/youth away must have a NZ Police vetting check.

## (8) Injuries

Injuries should be treated by a qualified person. Personnel should avoid treating injuries out of the sight of others. Other considerations are:

- The comfort level and dignity of the player/participant should always be the priority ☑ Only uncover the injured body area, and cover areas of other private body parts.
- Always report to parents/caregiver any injuries incurred and any treatment provided.
- Keep an accident/injury register that contains basic information on time/date of the injury, where it occurred, how it occurred, the nature of the injury, the treatment provided and by whom, and whether further medical treatment was required.
- It is essential to have a bloods rule and ensure coaches/officials know to remove, from a game/activity, any child who is bleeding and to stop the flow of blood before allowing a child to rejoin the activity.

## (9) Have clear guidelines for photographing children

- Ensure permission is obtained from the child and parent/caregiver before the activity, if photographs are to be taken of the players and /or the activity.
- Do not allow photographers including other parents, unsupervised or individual access to children
- Ensure you inform the players and parents/caregivers if you intend to video record the activity as a tool to analyse and improve performance.
- Obtain the permission of the player and parent/caregiver if you intend to publish a photo/video that they are part of.
- Provide the parent/caregiver of who to contact in the table tennis organisation if concerns or complaints of inappropriate photographic behaviour or content are raised.

## (10) Support participants with disabilities

It is important that participants with disabilities have the same opportunities to be involved in table tennis as able bodied participants. This may require, where reasonable, the modification of games, equipment, facilities and rules.

Because participants with disabilities may be more vulnerable to abuse or neglect, table tennis organisations may need to take additional steps to ensure their safety.



## Waitemata Table Tennis - Health and Safety Policy

### Health and Safety CoOrdinator

The Health and Safety Coordinator is responsible for overseeing the implementation of the Waitemata Table Tennis Health and Safety Policy.

#### Responsibilities and duties:

- Develop the club Health and Safety Policy
- Implement the Health and Safety Policy by;
- Manage hazards and remove/minimise/isolate hazards
- Ensure all club members and other involved parties are aware of the Health and Safety Policy
- Bring to the attention of the president any major health and safety issues on a regular basis
- Report all major accidents to OSH (if required by law).
- Work with the Treasurer to develop a budget for implementing the Health and Safety Policy
- Oversee the implementation of the strategies in the Health and Safety Policy
- Submit regular reports to the club/group committee.

### Health and Safety Policy

- Important health and safety contacts and information checklist will be easily visible within the stadium
- All session managers will be given and sign the Important Health and safety contacts and information checklist
- Anyone member administering first aid in the stadium will complete a First Aid form.
- Any member becoming aware of a hazard in the stadium will document this on the Hazard notification form.
- The Health and Safety Officer will maintain a First Aid register and Hazard register using the information in these forms.
- The Health and Safety Officer will report back to the management committee on a monthly basis.



# WTTA Handbook

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## Waitemata Table Tennis – Membership Sign

Website & Stadium Hours

[Http://www.wtta.nz](http://www.wtta.nz)

Become a member at:

[Http://wtta.helloclub.com](http://wtta.helloclub.com)

Contact us at: [secretary@wtta.nz](mailto:secretary@wtta.nz)

