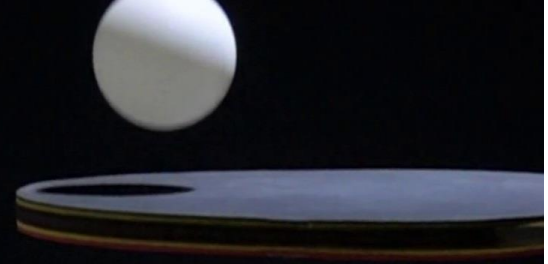




# HANDBOOK

Step through the door into our world, where camaraderie and competition unite in perfect harmony. This is our Club Handbook for Club Members and Guests. In these pages, you'll uncover the keys to respect, fair play, and a world of endless excitement. Welcome to your Table Tennis journey, where every serve, every rally, and every moment creates a tapestry of unforgettable experiences. Join us in shaping a community where the love for the game knows no bounds, and friendships are forged in the heat of competition. Your adventure begins here.

Members and Guests



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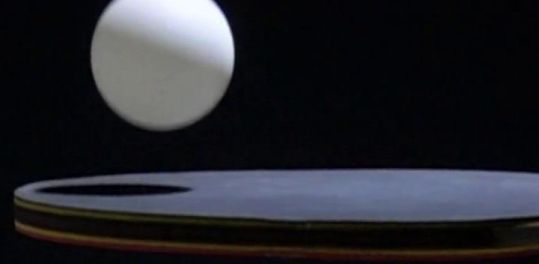
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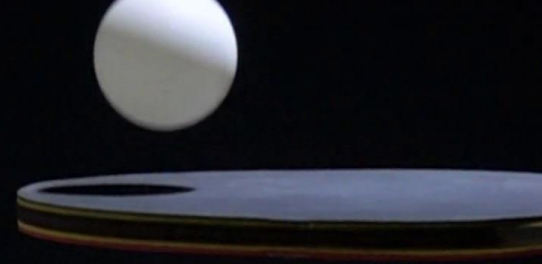
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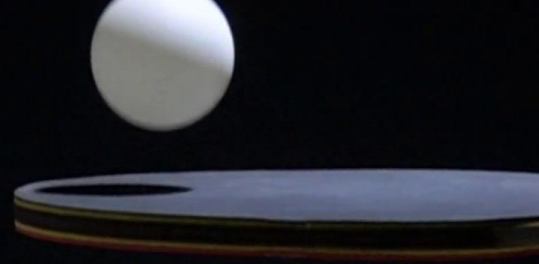
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## Introduction

Welcome to the Gauteng T<sup>2</sup> Table Tennis Club Member and Guest Handbook. This document serves as a comprehensive guide for all individuals visiting our club, including both members and guests. It outlines the conduct, expectations, and best practices that contribute to a positive and harmonious experience within our community.

As a club dedicated to fostering a vibrant table tennis community, we believe that respect, fair play, and a welcoming atmosphere are essential. This handbook aims to provide you with the information needed to ensure that your time at the club, whether you're a regular member or a guest, is enjoyable and respectful.

Within these pages, you'll find a detailed overview of the conduct expected from everyone, how to properly care for our equipment, and the importance of treating fellow members and guests with courtesy. We also provide information on our fair play rules to ensure that everyone has a fair and enjoyable experience.

This handbook is not just a set of rules but also a reflection of our shared commitment to maintaining a culture of sportsmanship, inclusivity, and personal growth. As members and guests, you play a crucial role in creating an environment where everyone can enjoy their time, develop their skills, and make lasting memories.

We encourage you to approach your interactions at the club with respect, fairness, and a collaborative spirit. Your contributions will help us build a vibrant and inclusive table tennis community that values the well-being and enjoyment of all members and guests.

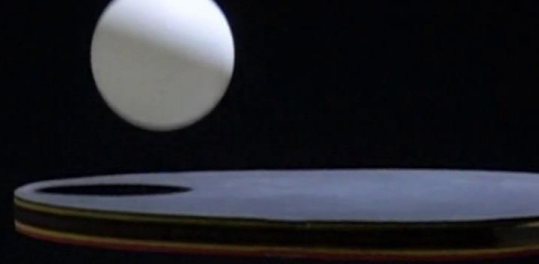
Please keep in mind that this handbook is a dynamic document, subject to updates and improvements as we continue to grow and evolve as a club. Your feedback and insights are highly valuable in ensuring that the handbook remains relevant and effective.

Thank you for your commitment to Gauteng T<sup>2</sup> Table Tennis Club. Together, let's continue to create a welcoming and enjoyable environment for our diverse community of table tennis enthusiasts.

Best regards,

*Mohamed Mansoor*

Founder and Elected Chairperson 2024 - Gauteng T<sup>2</sup> Table Tennis Club



## Enforcement of Club Rules and Escalation Paths

As members and guests of the Gauteng T<sup>2</sup> Table Tennis Club, your understanding of the escalation paths is vital. This section outlines the procedures for enforcing club rules and the escalation paths for addressing absolutely any issue.

These guidelines are critically important and your understanding of them makes a significant impact on our club community.

### 1. Escalation Paths for Match-Related Conduct:

- 1.1. **Umpire & Assistant Umpire:** The first level for addressing misconduct during matches is the assistant umpire and umpire. They have the authority to handle match-related conduct matters in respect of the laws of the game and any by-laws of the tournament/league.
- 1.2. **Referee:** If the issue persists or requires further attention, it is escalated to the appointed referee for the event or session.
- 1.3. **Tournament/League Manager:** For matters extending beyond the scope of the umpire and referee, the tournament or league manager steps in to mediate unresolved issues.
- 1.4. **Club Officials:** When match conduct issues impact the ethics or credibility of the match, tournament/league as a whole, club officials may be consulted for guidance and intervention.
- 1.5. **Club Chairperson:** The club chairperson is the final authority for match-related conduct matters, and their decision is binding and final.

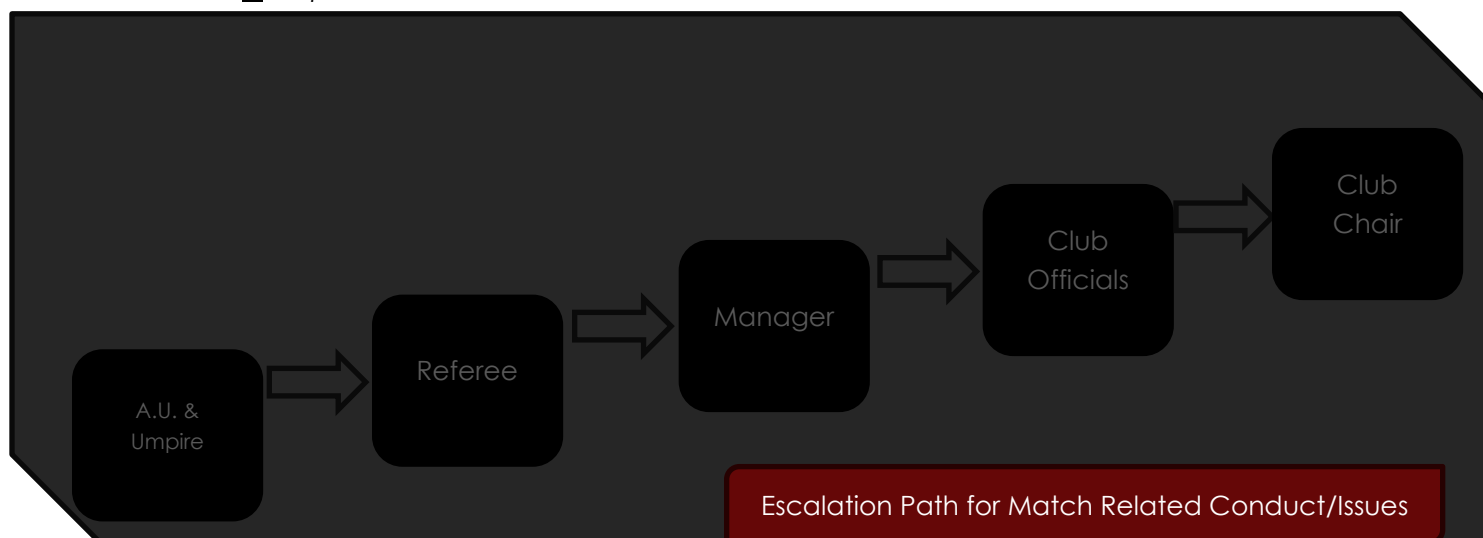
Acronym: **MR TOC / MR LOC**

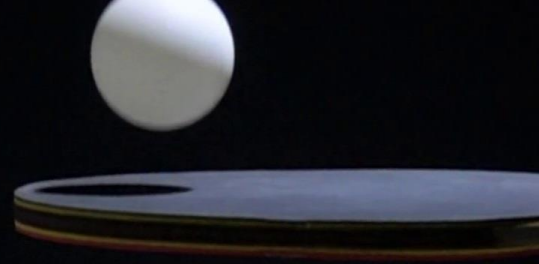
1. **M**atch Assistant Umpire and **M**atch Umpire
2. **R**eferee
3. **T**ournament / **L**eague Manager
4. Club **O**fficers
5. Club **C**hairperson

#### What is an Escalation Path?

An escalation path is like a ladder of steps to solve problems or deal with issues. Imagine you have a small problem, and you try to fix it by talking to someone nearby, like a friend or a teacher. If that doesn't work, you go up one step on the ladder and talk to someone with more authority, like a school principal. If it's still not resolved, you can climb even higher on the ladder and talk to someone in charge, like a school board or a manager.

So, it's a way to make sure that problems get solved step by step, starting with someone nearby and going up to someone more important if needed. It helps ensure that everyone can work together to fix issues.



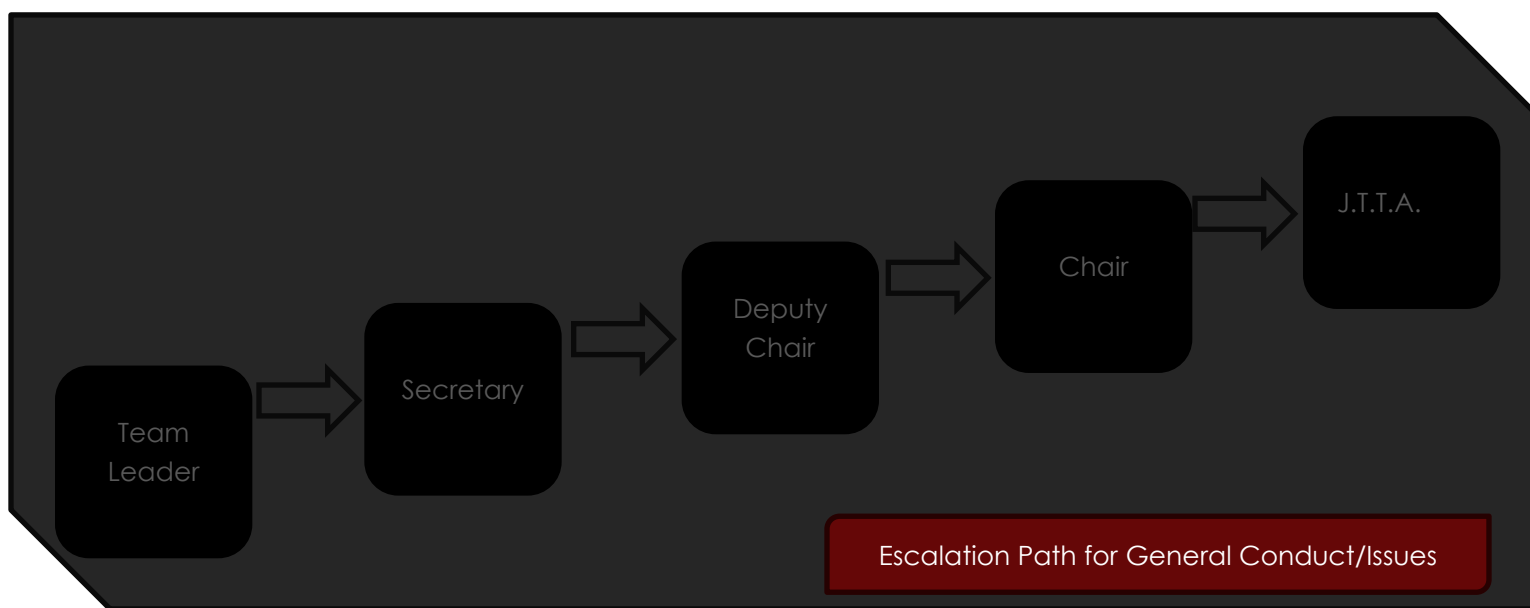


## 2. Escalation Paths for General Conduct:

- 2.1. Committee Team Lead (if applicable): The relevant Committee team leads, where applicable, are responsible for addressing general conduct issues.
- 2.2. Club Secretary: Conduct issues that extend beyond the committee's scope or unresolved by the Committee Team Lead should be reported to club officials, particularly the Club Secretary, who shall initiate the resolution process.
- 2.3. Deputy Chairperson: The club's Deputy Chairperson serves as the next presiding authority for all general conduct issues.
- 2.4. Club Chairperson: The club chairperson serves as the ultimate authority in the Club for all general conduct issues.
- 2.5. Affiliated Body: Failure of the Club Chairperson addressing and resolving the matter, the Johannesburg Table Tennis Association should be consulted to arbitrate and resolve the matter.

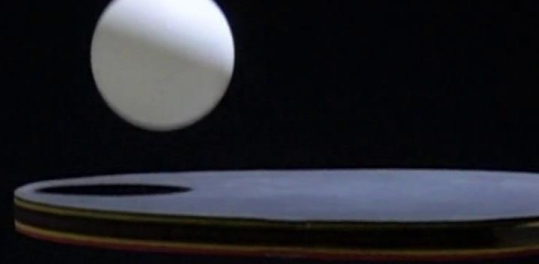
### Acronym: **LSDCA**

1. Team Leader
2. Club Secretary
3. Club Deputy Chairperson
4. Club Chairperson
5. Affiliated Body



## 3. Addressing Conduct Issues:

- 3.1. Informal Resolution: Initially, all conduct-related concerns should be addressed one-on-one with the person(s) involved preferably in a private and discreet manner. This step should be taken before any formal escalation.
- 3.2. Transparent/Public Resolution: In cases of misconduct negatively impacting others in the club, or the reputation of the club, or the integrity of the sport, resolution may occur in full view of others to ensure transparency and accountability.
- 3.3. Formal Reporting: Regardless of the resolution method used, all conduct issues or concerns should be followed through with a formal written email or through the 'Get In Touch' or 'T2 Request Form' that may be found on the '[Contact](#)' page on our club's website.



- 3.4. **Resolution Guiding Principles:** The primary objective of resolving conduct issues within the Gauteng T<sup>2</sup> Table Tennis Club is to address and rectify the specific matter or concern in question. It is of paramount importance that all resolution efforts remain centered on the issue itself, rather than targeting or criticizing the individuals involved. This approach ensures a fair, constructive, and respectful process for all parties concerned, fostering a positive and inclusive club environment.
- 3.5. **Retaliation for Implementation:** Any form of retaliation against any individual who encourages and enforces Club Conduct rules will not be tolerated and will be treated as a further disregard of club policies.
- 3.6. **False Accusations:** False accusations will be viewed very seriously and should evidence become available of such false accusations, disciplinary action will be recommended against individuals who bring such false charges/accusations on breaches.

#### 4. **Disciplinary Proceedings:**

##### 4.1. Gravity of Breaches:

- 4.1.1. *Severity Levels:* Each club rule is associated with a severity level, ranging from minor breaches to major infractions, to guide the disciplinary process.
- 4.1.2. *Disciplinary Proceedings:* Detailed disciplinary proceedings relevant to each level of breach are outlined to ensure a fair and transparent enforcement process.
- 4.1.3. *Disciplinary Proceedings Table:*

Severity Level	First Breach Consequence(s)	Second Breach Consequence(s)
1	<ul style="list-style-type: none"> <li>• Immediate membership termination</li> <li>• Escorted out of the venue</li> <li>• 2-year Ban</li> <li>• Communication of ban to affiliation and other clubs</li> <li>• Criminal/Legal/Commercial Proceedings if applicable</li> </ul>	Refer Severity 1 + 5-year Ban
2	<ul style="list-style-type: none"> <li>• Immediate membership termination</li> <li>• Escorted out of the venue</li> <li>• Banned for 6 months or the remainder of the fiscal year (whichever is greater)</li> </ul>	Refer Severity 1
3	<ul style="list-style-type: none"> <li>• Immediate membership termination</li> <li>• Membership re-application permitted after a 14-day cooling period</li> </ul>	Refer Severity 2
4	<ul style="list-style-type: none"> <li>• 6-month membership suspension</li> </ul>	Refer Severity 3
5	<ul style="list-style-type: none"> <li>• 2-week membership suspension</li> </ul>	Refer Severity 4
6	<ul style="list-style-type: none"> <li>• Written warning</li> </ul>	Refer Severity 5
7	<ul style="list-style-type: none"> <li>• Verbal warning</li> </ul>	Refer Severity 6

#### 5. **Safety, Security, Cleanliness, and Responsible Behavior:**

##### 5.1. Member Responsibility<sub>[Sev 7]</sub>:

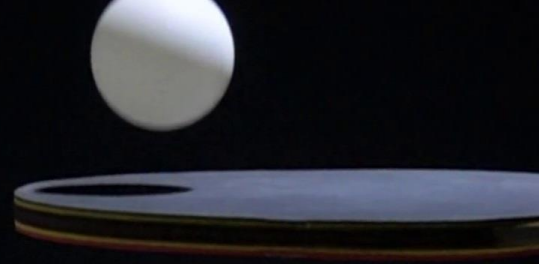
- 5.1.1. Members and guests are expected to prioritize their own safety and the safety of others while participating in club activities.
- 5.1.2. Exercise caution and adhere to safety guidelines and instructions provided by the club.

##### 5.2. Club Not Liable<sub>[Sev 7]</sub>:

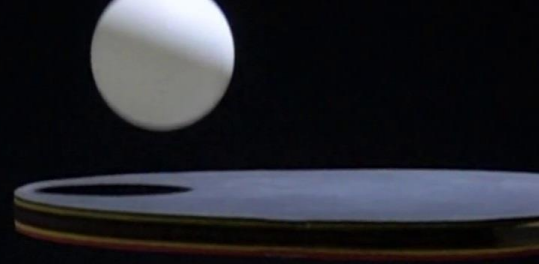
- 5.2.1. The Gauteng T<sup>2</sup> Table Tennis Club disclaims any responsibility or liability for any personal injury, loss, damage, or theft that may occur on club premises or during club activities. Members and guests participate at their own risk.

##### 5.3. Security Measures<sub>[Sev 6]</sub>:

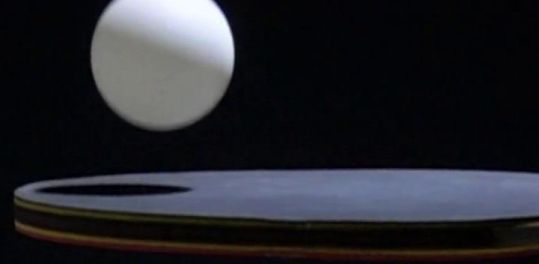




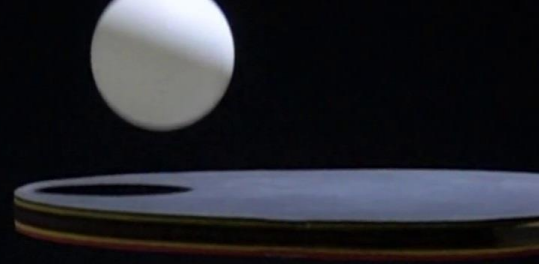
- 5.3.1. The club is committed to maintaining a safe and secure environment. Security measures, including but not limited to access control, surveillance, and emergency response protocols, may be in place to protect the well-being of everyone in the club.
- 5.3.2. At each session, club officials and team captains are required to coordinate with the venue's caretaker to notify them upon entering and leaving the premises. This ensures that the caretaker can appropriately lock, close, open, or secure the necessary access points, doors, and gates.
- 5.4. Personal Belongings<sup>[Sev 7]</sup>:
  - 5.4.1. Members and guests are expected to prioritize their own safety, the safety of others, and maintain a clean and orderly environment while participating in club activities.
  - 5.4.2. Members and guests are encouraged to take responsibility for the security of their personal belongings, including valuable items.
  - 5.4.3. Avoid placing personal belongings on walkways, pathways, and stairs to prevent potential harm or accidents.
  - 5.4.4. In the event of missing valuables, individuals should be willing to cooperate with club officials and security personnel by consenting to searches to help recover the missing items.
- 5.5. Marking Belongings<sup>[Sev 7]</sup>:
  - 5.5.1. To prevent confusion and unintentional exchange of similar items (e.g. rackets, balls), members are advised to mark their belongings clearly and distinctively.
  - 5.5.2. Marking personal items helps in safeguarding them and avoiding any mix-ups with others' property.
- 5.6. Security Measures<sup>[Sev 6]</sup>:
  - 5.6.1. The club is committed to maintaining a safe and secure environment. Security measures, including but not limited to access control, surveillance, and emergency response protocols, may be in place to protect the well-being of everyone in the club.
- 5.7. Incident Reporting<sup>[Sev 6]</sup>:
  - 5.7.1. In the event of any safety, security, or cleanliness concerns, members and guests are encouraged to report such incidents to the appropriate club officials or designated personnel.
- 5.8. Fire Safety<sup>[Sev 5]</sup>:
  - 5.8.1. Members and guests are expected to adhere to fire safety regulations and guidelines while on club premises or participating in club activities. This includes but is not limited to fire exits, emergency evacuation procedures, and the proper use of fire-fighting equipment. Any suspicious or hazardous conditions should be reported immediately to club officials or designated personnel.
- 5.9. Cleanliness and Personal Responsibility<sup>[Sev 7]</sup>:
  - 5.9.1. All members and guests are responsible for maintaining a clean and tidy environment in the club.
  - 5.9.2. Individuals must clean up after themselves, especially in shared spaces and common areas. This includes disposing of trash and personal belongings properly.
  - 5.9.3. In the event of accidental spills or dirt, it is the personal responsibility of the individual responsible to clean it up promptly and effectively. Instructing or paying someone else to clean up is not sufficient. Prompt and thorough cleanup ensures a welcoming and hygienic environment for all.
- 5.10. Parking and Timekeeping<sup>[Sev 6]</sup>:
  - 5.10.1. Vehicles should be parked properly and considerately, avoiding double parking or blocking access points.
  - 5.10.2. All vehicles are parked at the owner's risk, and the club disclaims any responsibility for loss, damage, or theft of vehicles or their contents.
  - 5.10.3. Members and guests are encouraged to arrive on time for club activities to minimize security risks. Punctuality helps in keeping gates and doors open for the intended duration, promoting a safer environment, particularly considering the reality of crime in South Africa.
6. **Respect, Integrity, and Cultural Values:**
  - 6.1. Respect for the Game<sup>[Sev 4]</sup>:



- 6.1.1. All members and guests are expected to demonstrate a profound respect for the game of table tennis, in accordance with the principles outlined in the ITTF (International Table Tennis Federation) statutes. Uphold its traditions, values, and spirit.
- 6.1.2. Fair play, sportsmanship, and adherence to the rules are paramount, as defined by:
  - 6.1.2.1. the Olympic Charter
  - 6.1.2.2. the provisions of the World Anti-Doping Code
  - 6.1.2.3. the Olympic Movement Code on the Prevention of the Manipulation of Competitions
- 6.2. Cheating and Doping<sup>[Sev 3]</sup>:
  - 6.2.1. Any intentional cheating or doping is treated as the highest severity breach within the club. Such actions undermine the integrity of the game, the club, and the values it upholds. Consequences for such actions may include immediate membership termination and other relevant disciplinary measures.
  - 6.2.2. Members must refrain from the use of illegal substances and being under the influence of alcohol during club sessions. This ensures a safe and respectful environment for all participants.
- 6.3. Integrity of Competitions<sup>[Sev 3]</sup>:
  - 6.3.1. Members, Guests and Spectators shall always continue to undertake all necessary measures to ensure the integrity of competitions. This includes familiarizing themselves with any by-laws or rules of such competition.
  - 6.3.2. All forms of participation in, or support for betting related to competitions, by participants, members or guests are strictly prohibited.
  - 6.3.3. Participants, Officiators, or Management of competitions must not, by any manner whatsoever, manipulate the course or result of a competition, or any part thereof, in a manner contrary to sporting ethics, infringe the principle of fair play or show unsporting conduct.
- 6.4. Respect for the Culture of the Game<sup>[Sev 7]</sup>:
  - 6.4.1. Members and guests are encouraged to respect the rich cultural heritage of table tennis, recognizing its significance and traditions.
  - 6.4.2. Uphold and honor the cultural aspects of the game, including but not limited to rituals, sportsmanship, and etiquette.
  - 6.4.3. Ensure to attend club sessions and participate in club events, with special attention to fixture schedules. Repeated absenteeism that results in walkovers or match forfeiting may incur fines being levied.
  - 6.4.4. During award ceremonies, it is imperative to dress in appropriate attire and footwear to uphold the event's decorum. Acceptable attire includes tracksuits or your club's branded shirt paired with closed footwear. The wearing of shorts, sandals, or crocs is strictly prohibited.
- 6.5. Respect for The Club<sup>[Sev 6]</sup>:
  - 6.5.1. All members are required to wear the Official Club Kit or attire of T2 during all club sessions. The attire shall consist of black or grey trackpants, shorts, or skirts, and black or grey T-shirts, either collared or uncollared. Minimal optional accents or logo branding in white, black, grey, or silver are permitted.
  - 6.5.2. Members must abide by all club rules as specified in the club's constitution and on the club's website. Compliance with these regulations is essential for maintaining order and respect within the club.
  - 6.5.3. Members are required to settle any outstanding fees as soon as possible. Prompt payment ensures the smooth operation of club activities and supports the club's financial health and planning.
  - 6.5.4. Members must have their membership card on hand at all club sessions. This card may be required for presentation to verify membership status and to gain access to certain club privileges or events.
  - 6.5.5. Members must adhere to all timelines stipulated by the club. This includes, but is not limited to, event entry deadlines, score submission deadlines, and fixture schedule timelines. Timely compliance is crucial for the efficient management and coordination of club activities.
- 6.6. Respect for Others<sup>[Sev 6]</sup>:
  - 6.6.1. Members are expected to treat fellow members, guests, and club officials with respect and courtesy.



- 6.6.2. It has been observed that some players sprinkle water or other liquids on the floor to enhance grip during play. This practice is discouraged and should only be employed if absolutely necessary to prevent injury from slipping. If a player chooses to engage in this practice, they are required to clean up after their match using a mop or cloth they have brought to the venue. Failure to clean up spills is unacceptable; therefore, players unwilling to adhere to this responsibility should refrain from indulging in this practice.
- 6.6.3. Members and guests are expected to maintain a high standard of personal hygiene. This includes being clean, neat and presentable, avoiding foul odors, and taking necessary precautions when sick. Members who are unwell should consider staying home, wearing masks, and informing others to maintain social distance to prevent the spread of illness.
- 6.6.4. Respect extends to language and behavior, with the use of profanity, derogatory language, offensive gestures, or any form of abusive, derogatory, or disrespectful behavior being strictly prohibited within the club.
- 6.6.5. Responsibility for Language<sup>[Sev 7]</sup>:
  - 6.6.5.1. All members are responsible for their choice of language and behavior.
  - 6.6.5.2. Avoid using language (verbal, written, sign language, or gestures) that may be offensive, hurtful, or disrespectful to others within the club.
- 6.6.6. Consequences for Inappropriate Language<sup>[Sev 7]</sup>:
  - 6.6.6.1. The club may impose appropriate consequences for the use of bad language, offensive behavior, or repeated violations of this guideline.
  - 6.6.6.2. Consequences may include verbal warnings, written warnings, suspension, or other relevant disciplinary actions, as may be determined by the nature and circumstances of the offence.
- 6.7. Hierarchical Ranking<sup>[Sev 6]</sup>:
  - 6.7.1. Respect and politeness should be extended equally and uniformly among all club officials, members, and guests. However, in situations where it becomes necessary to establish a hierarchy or precedence, the order of respect is as follows:
    - 6.7.1.1. Club Officials
    - 6.7.1.2. Club Founders
    - 6.7.1.3. Association Officials
    - 6.7.1.4. Club Representing Members
    - 6.7.1.5. Former Club Officials
    - 6.7.1.6. Long-standing Members
    - 6.7.1.7. Adult Senior Members
    - 6.7.1.8. Junior Members' Parents/Guardians
    - 6.7.1.9. Officials from Other Clubs
    - 6.7.1.10. Juniors Members
    - 6.7.1.11. Guests/Visitors
7. **Splinter Groups and Incitement:**
  - 7.1. Formation of Splinter Groups<sup>[Sev 5]</sup>: Members and guests are encouraged to foster a spirit of unity and cooperation within the club. The formation of splinter groups or factions, whether intentionally or not, is strongly discouraged, as it is considered as being inherently aimed at dividing the club's membership or undermining the authority, prestige, and decisions of club officials. Such actions can disrupt the harmony and objectives of the club and may lead to disciplinary action.
  - 7.2. Incitement and Rallying Against Club Officials<sup>[Sev 4]</sup>: Any attempts to incite or rally members against specific club officials or the club's general leadership through misinformation, public criticism, malicious intent, defamation or ridicule, are considered detrimental to the club's well-being. Differences of opinion should be addressed through proper channels and respectful discourse.
8. **Conflict Resolution**<sup>[Sev 6]</sup>:



- 8.1. If disagreements or disputes arise, members are encouraged to address them with respect and professionalism.
- 8.2. Engage in constructive dialogue and work towards amicable solutions, rather than resorting to disrespectful language or behavior.

## 9. **Preservation of Facilities and Equipment:**

Members are expected to demonstrate respect and responsibility for club facilities and equipment by adhering to the following procedures:

### 9.1. Conservation of Resources<sup>[Sev 5]</sup>:

- 9.1.1. Utilize resources, including water and electricity, judiciously, and avoid unnecessary waste.
- 9.1.2. Ensure taps are properly closed, and lights are switched off when not in use to conserve resources and reduce environmental impact.

### 9.2. Table Movement, Assembly and Disassembly<sup>[Sev 7]</sup>:

- 9.2.1. Move and Assemble tables with great care, taking precautions to prevent accidental drops or falls, even when navigating small height differences. Sudden bumps can progressively damage table joints and hinges, incurring significant financial strain on the Club.

### 9.3. Senior Members' Responsibilities<sup>[Sev 6]</sup>:

- 9.3.1. Senior members are expected to set an example by arriving at club sessions on time and assisting with the assembly of tables.
- 9.3.2. They should also be the last to leave so as to assist with disassembly and the careful storage of tables, contributing to the proper maintenance of club equipment.

### 9.4. Equipment Inspection<sup>[Sev 7]</sup>:

- 9.4.1. Members should regularly inspect equipment, such as tables and nets, for any defects or missing parts that may belong to the club.
- 9.4.2. Any identified issues or concerns should be promptly reported to the Deputy Chairperson to ensure timely maintenance and repair.

### 9.5. Junior Assistance<sup>[Sev 7]</sup>:

- 9.5.1. Juniors may be requested and required to assist with the assembly of tables, nets, and other equipment under the supervision of club officials or senior members.
- 9.5.2. Such involvement fosters a sense of responsibility and teamwork within the club.

### 9.6. Equipment Usage and Allocations<sup>[Sev 6]</sup>:

- 9.6.1. Members/Guests are required to obtain explicit permission from Club Officials (Officials are those as outlined on the Club's website) before utilizing any club equipment.
- 9.6.2. Equipment that has been allocated or reserved for a specific purpose must only be used for that designated purpose.

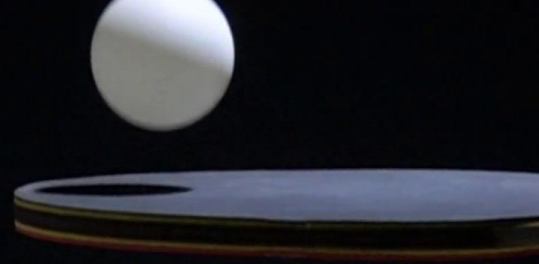
### 9.7. Roster for Assembly and Disassembly<sup>[Sev 6]</sup>:

- 9.7.1. No member/guest, regardless of age or rank, is exempt from participating in the assembly, disassembly, and proper storage of equipment. These tasks are collective responsibilities that contribute to the efficient functioning of the club.
- 9.7.2. If required, the club may implement a roster for assembly and disassembly duties to ensure equitable distribution of responsibilities.
- 9.7.3. Failure to fulfill scheduled assembly or disassembly duties (without reasonable excuse), as assigned in the roster, may result in the imposition of a fine or relevant disciplinary measures.

## 10. **Parental Responsibility of Junior Members:**

### 10.1. Parental Engagement<sup>[Sev 7]</sup>:

- 10.1.1. At Gauteng T<sup>2</sup> Table Tennis Club, we value parental involvement in fostering a conducive environment for our junior members.



10.1.2. While the club offers an avenue for table tennis development, it is crucial for parents to actively participate in their child's sporting journey. This includes ensuring regular attendance, providing necessary support, and encouraging their child's progress within the sport.

10.2. Transportation Responsibility<sup>[Sev 6]</sup>:

10.2.1. The club does not assume liability for transportation arrangements to and from club activities.

10.2.2. Parents are responsible for arranging their child's transportation to sessions and events. In some cases, adult members/guests may offer voluntary transport as an act of goodwill. However, it's imperative to note that these acts are not club-sanctioned and do not constitute official club representation.

10.3. Limitations of Volunteer Transport<sup>[Sev 5]</sup>:

10.3.1. Any transportation offered by adult members/guests to junior participants is a personal undertaking and not an official club responsibility.

10.3.2. The club cannot be held accountable for any incidents or occurrences during transportation to or from club-related activities, as these acts are done under personal goodwill and not on behalf of the club.

10.3.3. The safety and well-being of our junior members are of utmost importance to us. We encourage parents to actively engage in their child's journey in table tennis and ensure the necessary arrangements for transportation to club sessions.

11. **Media Content Policy:**

11.1. Intellectual Property Rights<sup>[Sev 6]</sup>:

11.1.1. All photos and videos captured during club-organized events or sessions, including personal captures by members or guests, are considered the intellectual property of the Gauteng T<sup>2</sup> Table Tennis Club.

11.1.2. Usage of such media content on any public platform requires explicit approval and permission from the majority of club officers, as well as the club chairperson.

11.1.3. Care should be taken to ensure that any shared media content does not misrepresent, defame, or offend the club, its members, or visitors in any manner.

11.1.4. Any media content that may bring disrepute to the club or its members/visitors is strictly prohibited from being shared or published on public platforms.

11.1.5. The club reserves the right to review and approve any media content shared or posted concerning club events or sessions.

11.1.6. Inappropriate or unauthorized media content may be subject to removal by the club's official representatives.

11.2. Guidelines for Posting<sup>[Sev 5]</sup>:

11.2.1. Posting videos on social media for personal gain or influence is strictly prohibited unless:

11.2.1.1. The club's official social media page is tagged and mentioned.

11.2.1.2. Proper credit is given to the club in the caption or description.

12. **Adherence and Responsibility to Club Rules:**

12.1. Upholding Positive Ethical Standards<sup>[Sev 7]</sup>:

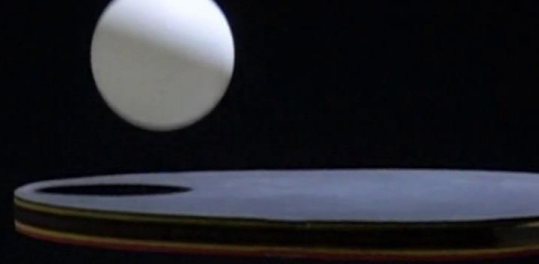
12.1.1. Upholding the positive and productive objectives of the club's rules and guidelines is crucial to maintaining a harmonious and ethical club environment.

12.1.2. Every member plays a pivotal role in fostering an atmosphere of respect, fair play, and inclusivity within the club.

12.1.3. Adhering to the rules outlined in this handbook is the collective responsibility of all members and visitors of the Gauteng T<sup>2</sup> Table Tennis Club.

12.1.4. Every member is individually responsible for their upkeep of, understanding of, and complying with the club's rules and guidelines.

12.1.5. When hosting visiting teams or sponsoring foods or drinks for club members, since the onset of COVID-19, our club has adopted an unofficial preference for individually packed items where feasible and affordable. This approach helps minimize the risk of cross-contamination and ensures safer consumption. For example, we prefer individual water bottles, single-serve cool-drinks or juices, and biscuits packed in



smaller, individual packets. This practice aims to enhance hygiene and reduce the likelihood of spreading infections, such as COVID-19, Swine Flu, and other viruses. However, it is not a mandate or obligation, as we recognize that smaller variants can be more expensive, and we do not wish to overburden anyone.

#### 12.2. Importance of Vigilance<sup>[Sev 5]</sup>:

- 12.2.1. Neglecting even minor breaches or turning a blind eye to misconduct is unacceptable and contributes to a detrimental norm within the club.
- 12.2.2. Ignoring or dismissing any breach, regardless of its severity or frequency, is considered complicity in the breach.
- 12.2.3. Oversight or convenient ignorance by any member establishes a detrimental precedent, encouraging new members, visitors, and juniors to disregard the club's rules and ethics.
- 12.2.4. Such disregard can result in an exponential decline in adherence to the rules, potentially compromising the club's values and integrity.
- 12.2.5. Members must adhere to the prescribed escalation path for reporting and addressing any breaches or violations observed within the club, as well as for reporting any members oversight of an evident breach or violation.
- 12.2.6. Negligence in reporting or addressing violations may lead to heightened disciplinary actions against the neglectful members.

## Document Version Control

### Version 1.00 – Initial Version by Club Chairperson on 2024-01-02

This inaugural document marks a significant milestone in the journey of the Gauteng T<sup>2</sup> Table Tennis Club. It has been meticulously crafted, drawing inspiration from our club's constitution, insights gleaned from club meetings, events, and the policies of affiliated bodies. This comprehensive guide serves as a foundational resource, delineating clear directives and expectations for all club members and guests.

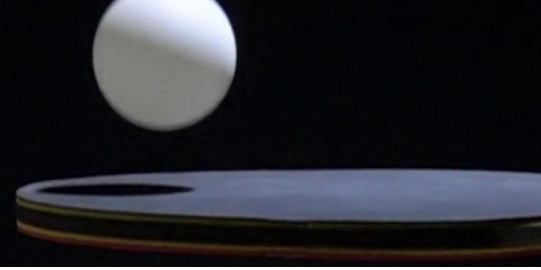
By harmoniously integrating the tenets of our constitution and incorporating the collective wisdom accumulated over time, this document has been thoughtfully engineered to ensure alignment between our club's values, objectives, and operational procedures. It functions as both a guide and a handbook, empowering our members and guests to fulfill their expectations while upholding the standards of a vibrant table tennis community, which we are devoted to nurturing. Furthermore, it establishes a robust foundation for our club's future.

As we continue to expand and evolve, this handbook will remain a dynamic resource, capable of adapting to changes and improvements that mirror the dynamic nature of our club's offerings and service to the community. Your feedback and insights are invaluable contributions that will further refine this resource, ensuring its perpetual relevance and efficacy.

With this handbook, we embark on a journey toward shared comprehension, collective empowerment, and continual enhancement. We appreciate your dedication (the reader hereof) to the Gauteng T<sup>2</sup> Table Tennis Club, and together, we aspire to elevate our club to new heights and cultivate a table tennis community characterized by fairness and ethical conduct.

### Version 1.01 – Additions as per Chairperson & Deputy Chairperson on 2024-02-13

In response to feedback from venue staff following our 2024 Annual General Meeting on January 31, 2024,



where some members utilized club equipment despite our communicated closure for the AGM, the following additions have been made to ensure accountability and traceability:

Section 9.7 has been implemented to regulate the utilization of club equipment.

Clauses 9.7.1 and 9.7.2 specify that members and or guests/visitors may only use club equipment with explicit permission and that allocated equipment must be used for designated purposes only.

This addition aims to prevent any untoward incidents involving equipment or venue facilities in the absence of club representatives, ensuring transparency and accountability in all club activities.

### **Version 1.02 – Additions as per Chairperson on 2024-07-29**

Clause 2.5 and escalation path flow chart - Incorporated name change of association from “Gauteng Central Table Tennis Association” to “Johannesburg Table Tennis Association”

Clause 5.3.2 regarding liaising with caretaker as a security protocol.

Clause 6.4.4 etiquette around award ceremonies and accepting awards.

Clause 6.5 Sub section on Respect towards the club.

Clause 6.6.2 abhorrent practice.

Clause 6.6.3 general hygiene and extended courtesy.

Clause 12.1.5 preference to individually packed/seals foods/drinks to limit the spread of viruses.