

# Leamington and District Table Tennis Association

## Annual Calendar

This Calendar is intended as an aide memoir for the Executive Committee as to how the activities of the Association have been organised in the past. The Executive Committee is, of course, free to change these arrangements whenever it sees fit.

### January

Executive Committee

~~EC~~ Preliminary arrangements for Leamington Closed (that is things which must be done before the entry forms can be finalised)

Issue entry forms for Leamington Closed

Contact sponsors for Leamington Closed

### February

Closing date for Leamington Closed (the Monday 12 days before the start of the Sydenham weekend)

Executive Committee (the Thursday 9 days before the start of the Sydenham weekend)

~~EC~~ Arrange seeding and draw for Leamington Closed

### March

Leamington Closed

Arrange for replica trophies for Leamington Closed to be purchased and engraved.

Leamington Closed finals night

~~EC~~ All perpetual trophies (league and Leamington Closed) to be returned

### April

Executive Committee

~~EC~~ Review and where necessary take action on outstanding matches

~~EC~~ Consider whether to propose rule amendments or other motions to AGM

Cup semi finals week

Cup finals week

30th Last day for playing postponed matches

30th Last day for submitting rule amendments to the AGM

## May

1st Last day for Press Officer to receive match cards

Executive Committee

- ~~///~~ Confirm league results
- ~~///~~ Prepare for presentation Evening
- ~~///~~ Prepare for AGM
- ~~///~~ Consider advice to AGM on motions submitted by members
- ~~///~~ Consider annual accounts and balance sheet

Chairman to decide award of Endeavour trophy

Representative Secretary to decide award of Morgan and Peggy Evans

Trophy for the most improved junior

Arrange for trophies to be purchased and engraved

Presentation evening

Issue AGM agenda to Club secretaries (at least 21 days before the meeting)

31st End of financial year

## June

Treasurer finalises accounts

Auditor audits accounts

Annual General Meeting

- ~~///~~ New officers and Executive Committee elected
- ~~///~~ Issue league entry forms and individual registration forms for following season

## July

Closing date for league entries (one month after the AGM)

July meeting of Executive Committee

- ~~///~~ Appoint President, Vice Presidents, new Life Members and sub committees
- ~~///~~ Arrange structure of league and allocate teams to divisions
- ~~///~~ Agree fixture chart
- ~~///~~ Agree diary of events
- ~~///~~ Agree other information needed for draft handbook
- ~~///~~ Obtain handbook adverts

Invite President to write a foreword to the handbook

Selection Committee decides whether trials needed for any town teams

## **August**

Holiday month - No business normally transacted

## **September**

Club Secretaries meeting (three months after AGM and about 1½ weeks before the start of the season).

~~///~~ Clubs return individual registration forms (where not done previously) and fees

~~///~~ Draft handbooks issued to club secretaries

~~///~~ Club secretaries check their details in draft handbook

~~///~~ Cup entry forms issued to club secretaries

Executive Committee (on same night as Club Secretaries meeting)

~~///~~ Agree or delegate arrangements for entries in inter league competitions

Final version of handbook issued

Start of season (Monday falling on or after 21st September - date chosen to allow 11 league weeks + 2 cup weeks = 13 full weeks before the week containing Christmas Day)

## **October**

Submit affiliation form AFF1 (green) to reach ETТА before 15th October at the very latest

15th Closing date for cup entries

Draw for cups

## **November**

Executive Committee

Submit affiliation form AFF2 (yellow) together with fees to reach ETТА before 15th at the very latest

Consider new sponsors for the Leamington Closed

## **December**

For leagues playing twice in a season prepare final tables from Autumn competition and league structure for Spring competition.