

SENIOR BRITISH LEAGUE PREMIER DIVISION CLUB GUIDANCE including bursary details

1. Introduction

Commencing in season 2016/17, the Senior British League Premier Division moved to a home and away format. The Premier Division is comprised of up to 8 clubs/teams, with 14 days of play over a maximum of 14 weekends, 7 home and 7 away. This replaces the previous format of central locations/ venues over 4 weekends. The playing format is 6 individual singles matches and 1 doubles match. Please refer to *Table Tennis England Regulations Part LS: Senior British League* for full details on structure and format

2. Rationale

The reasons for the SBL Premier Division being played on a home and away basis are as follows:

- a) English clubs are not as strong as some clubs in other associations in Europe. Home and Away matches encourage and support a strong British League, and will help address this issue over time
- b) Home matches provide the best promotional tool that Clubs have for local publicity and membership enrolment promotions. Up to 7 home matches provide the opportunity to promote those matches through the local community and in the local media, so attracting players and parents to the existence of the club. New players and spectators have the opportunity to come along to the matches and to join in the clubs activities. This is one of the main tools used by successful clubs elsewhere in Europe

3. Fixtures

The British League fixture schedule for season 2020/21 will be released by the end of August 2020. [Please visit the British League fixtures & results website for details](#)

4. Club Eligibility Criteria

Clubs in the SBL Premier Division must meet the following criteria. These prerequisites will be initially assessed at entry stage. Failure to subsequently meet these minimum criteria in a given season will negate access to bursary funding:

- a) The club is properly constituted with a full committee and is affiliated to their national table tennis association (ie. England, Scotland, Ireland, Wales or another home country association)
- b) The club must have a regular venue with accessible toilets and changing facilities and usually available a minimum 12 hours per week for club activity
- c) The home venue for fixtures must conform to the standards detailed in Annex A to the Competitive Table Tennis Regulations, with provision for changing rooms, showers, spectator refreshments, and at least 50 seats for spectators. It is desirable that the venue also has broadband capability for live streaming, and car parking
- d) The Club must provide [ITTF approved equipment](#) (table, net and floor) for home fixtures. Each club must confirm, with the use of a light meter, that the lux levels meet the requirements
- e) The club must also demonstrate it meets the following criteria:

- All members are appropriately registered to their national table tennis association (reciprocal registration will be issued by Table Tennis England to club members with current membership/licenses with Scotland, Ireland, Wales or another home country association)
 - At least 1x UKCC level 1 coach and 1x UKCC Level 2 coach at the club
 - At least 5x active volunteers at the club
 - Club Development Plan in place
 - Club Equal Opportunities Policy in place (see Appendix A)
 - A trained welfare officer and Safeguarding Policy in place (see Appendix B)
 - First aid trained person at sessions, and emergency procedures in place
 - A proactive junior development programme (including involvement in JBL and/or local junior leagues and schools, including at least 4 hours open play; 3 hours per week, beginner/intro coaching and 3 hours intermediate coaching)
 - A coaching programme for all participant levels and ages
- f) The Club must include the BL logo on their club website and in all appropriate publicity/communications

5. Hosting Requirements

Clubs are required to meet the hosting requirements for home fixtures as specified below:

- a) The home team shall appoint minimum 1x L3 qualified Umpire (supported by a minimum L1-qualified Umpire if fixtures fulfilled on 2 tables); volunteer expenses shall be paid in accordance with the Table Tennis England volunteer expenses policy
- b) The home team shall, to the best of their abilities, assist the visiting team to arrange accommodation close to the venue of the match, if required
- c) The visiting team shall pay for its hospitality except that the home team shall provide and pay for lunch and dinner on the date of the match
- d) The visiting team shall pay their own travel expenses, in case of travelling by air or rail to the nearest international airport or international railway station to the venue. Return transport between airport or railway station and the venue is the responsibility of the home team. Local transport to and from the venue of the match is also the responsibility of the home team
- e) ITTF recommended walk-in/ walk-out procedures must be followed <https://www.ittf.com/wp-content/uploads/2016/09/Recommended-walk-in-walk-out-procedures-2017.pdf>
- f) Ideally, the home team will produce a programme for each home fixture, and announce teams appropriately using public address system during the walk-in procedure
- g) Ideally, the home team will provide twiddlers as required to ensure all spectator areas have a direct view of the match score(s)

6. Club Support

There will be support available to assist clubs. This will include practical assistance in meeting the Club Eligibility Criteria and financial assistance in the form of a bursary.

Practical support:

There are a number of practical ways in which Table Tennis England and the British League can support clubs to meet the Club Eligibility Criteria, these are as follows:

Official Ball Supply

The *Table Tennis England Official Ball Supplier* and *Senior British League Official Ball Supplier* for season 20/21 is the **Butterfly R40+ by Tees Sport**

An appropriate number of balls will be provided by Table Tennis England free of charge to each Premier League club for home games.

Up to 30 September 2020, clubs can redeem a 20% R40+ ball discount for additional stock – firstly, you will need to create a Tees Sport account (if you don't have one already), by clicking 'MY ACCOUNT' in the top-right corner of the [Tees Sport website](#); then add the Butterfly R40+ 3* Balls to your basket (available as a [box of 3](#) or [box of 12](#)); during checkout you can claim the 20% discount by entering the voucher code **'TTER40312'**

Templates and guidelines

Template plans and policies are available in the Appendices for information and/ or for clubs to adopt as necessary:

- Equal Opportunities Policy (Appendix A)
- Safeguarding Policy (Appendix B)
- Support for your Press Officer (Appendix C)
- Retention of Intellectual Property/Broadcast rights (Appendix D)

Club Development Plan

For guidance on creating your Club development plan, and a template that can be amended to suit your Club's needs, visit the following page of the Club Matters website

<https://www.sportenglandclubmatters.com/club-planning/planning/club-development-plan/>

These templates are all free for clubs to access and download

Setting up a L1 Umpire Course

Table Tennis England can deliver a L1 Umpire course at your club to train local volunteers who can then help to officiate at your home matches. Courses are delivered by tutors, and cost £30 per person, minimum six people required. Courses are generally 10am – 4pm and candidates are asked to bring their own packed lunch. The club will need to provide a classroom for the theory element of the course plus 4 table tennis tables for the practical. All course material will be provided. Following the 1 day course, candidates will be required to have 1 further practical assessment at an event before they are officially qualified and receive their badges and Umpires packs

Support with the production of programmes

Should you require support or templates for event programmes please contact Paul Stimpson on paul.stimpson@tabletennisengland.co.uk

Disability Awareness

We encourage all clubs to ensure their venues and activities are accessible for people with a disability. Disability Awareness courses are available by contacting greg.yarnall@tabletennisengland.co.uk For more advice and guidance on making your club and venue inclusive, please visit <https://tabletennisengland.co.uk/clubs/being-inclusive/>

Other practical support

'Club Matters' is Sport England's one-stop shop for clubs, groups and organisations involved in the delivery of physical activity and sport. Club Matters provides free, convenient, practical resources

to help organisations to develop, grow and become more sustainable and successful

<https://www.sportenglandclubmatters.com/>

Active Partnerships (formerly County Sports Partnerships) exist to create the conditions for an active nation using the power of sport and physical activity to transform lives. They have varying offers for Club support depending on location. You can find your local Active Partnership here;

<https://www.activepartnerships.org/active-partnerships>

Financial Support:

Each club will be eligible to apply for a bursary of up to £2,000 per season. The aims of the bursary are to assist promotion and development of the club, and to support delivery and presentation of their SBL programme.

To what extent a club has met these commitments will be assessed at the end of the season (May) on a modular basis. This approach will actively incentivise the aims of the bursary, and the onus will be on Clubs to demonstrate that these commitments were fulfilled.

The bursary itself may be used in such a way as each club sees fit. No receipts are required to be submitted against expenditure. Please note that the available bursary will be amended proportionally in the event that scheduled activity is unavoidably curtailed.

PART 1: *all* criteria must be met in full for the baseline £1,000 bursary award

Commitment	Detail	Bursary support available
Minimum eligibility	The Club must continue to meet the minimum eligibility criteria for the full duration of the season	£1,000
Fulfil fixtures	The Club must fulfil its home/ away fixtures in full	
Financial commitments	The Club will not be in arrears with any payments to TTE, nor in dispute for any reason	
Team Profiles	The Club must submit Team profiles as per the guidance on P.8	
Media contact	The Club will confirm a media spokesperson/ contact to marketing@tabletennisengland.co.uk by the notified deadline	
Sponsor commitments	Clubs must fulfil basis sponsor commitments (TBC), in the event of a sponsor being appointed for British League	

PART 2: If Part 1 is fulfilled, clubs can fulfil criteria from the following menu for an additional bursary award of up to £1,000

Commitment	Detail	Bursary support available
Officials development	Club-upskilled L1, L2 or L3 qualified umpire officiating for at least 50% of home fixtures (if applicable)	£250

Player development	Club-developed player having come through Cadet/ Junior ranks, and club member for minimum 5yrs, in the team for at least 50% matches	£250
Streaming	The Club delivers match streaming for home fixtures as per the guidance on P.8	£50 per match (£500 if all matches streamed)
Live Scoring	If streaming is not provided – the Club delivers live online point-by-point scoring for each match, with the link shared with TTE for promotion by 12pm Thursday preceding each match	£250
Footage	The Club provides match footage for home fixtures as per the guidance on P.8	£250
Highlights	The Club provides highlights footage/ timestamps for home fixtures as per the guidance on P.8	£250

Please contact SBL@tabletennisengland.co.uk regarding any queries related to requirements or bursaries

APPENDICES

Appendix A: Equal Opportunities Policy

Name of Club <to be completed>

Table Tennis is one of the world's great sports is played and enjoyed by millions of people in every continent, irrespective of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief. The CLUB recognises that in an increasingly diverse society it is necessary to support the principles of equal opportunities which will ensure that all of its participants in training and coaching programmes are treated not only fairly but also on an equal basis.

The CLUB will actively promote its training and education programmes within key target groups, namely; women and girls, people with disabilities, members of ethnic minority communities and people from socially excluded communities in accordance with the CLUB's Equality Policy. The CLUB further acknowledges that different ethnic minority communities exist, and that people from these communities will have different opportunities to take part in these programmes. In view of this, the association will commit to ensuring its work will target those people and communities that are most socially excluded.

The CLUB will further ensure that all its materials, procedures and assessment techniques will take account of the following:

- ➔ The language or format used will not be offensive to any of the participants
- ➔ Will avoid the use of stereotype or biased attitudes
- ➔ The meaning is clear to all participants
- ➔ Is readily understandable to all

The challenge facing the CLUB is to avoid any inequality within its publicity, education and assessment processes by embracing the following principles:

- ➔ discrimination whether direct or indirect will not be tolerated,
- ➔ every member to be responsible for creating a welcoming comfortable environment for anyone wishing to participate
- ➔ that all individuals have the right to participate in and enjoy table tennis
- ➔ equality is not just about treating everybody the same, sometimes action needs to be taken to target any underrepresented groups or relaxing some of the processes to encourage those people with special needs to participate provided that this action still upholds the quality and integrity of the training and education programmes,
- ➔ all recruitment and selection procedures, whilst meeting all the necessary legal requirements, will be fair and transparent for all
- ➔ any known or perceived inequalities or incidents of harassment, bullying or victimisation will be regarded as serious misconduct and will be liable to the appropriate disciplinary action

Signed as adopted in Club Committee Meeting minutes:

Chairman <to be completed>

Date <to be completed>

Appendix B: Safeguarding Policy

Name of Club <to be completed>

The aim of this policy is to promote good practice by ensuring that all Table Tennis England members and staff will:

- Be fully aware of their responsibilities with regard to safeguarding adults and children.
- Safeguard and promote the interests and wellbeing of the young people and adults with whom they are working.
- Respond appropriately to all concerns.
- Respect and promote the rights, wishes and feelings of all young people and adults and take all reasonable and practical steps to protect them from harm, discrimination or abuse.
- Be offered support and training to allow them to fulfill their individual role with regard to the protection and safeguarding of young people and adults.

Table Tennis England believes in and seeks to uphold the following principles:

- The welfare of the children and adults is paramount.
- All young people and adults have the right to protection from abuse regardless of their age, culture, disability, gender, racial origin, religious belief and/or sexual identity.
- All allegations will be taken seriously and any reports of concerns will be dealt with promptly and sensitively ensuring all appropriate action is taken.
- Staff and volunteers recognize they have the responsibility to ensure that they act upon any concerns or allegations.
- Processes for dealing with all complaints and allegations are fair and open to challenge through the appeals process.
- Table Tennis England commits to support anyone who, in good faith, reports their concerns.
- Requires all staff and members to adopt and abide by Table Tennis England's Safeguarding Guidelines.

In drawing up this policy and the guidelines Table Tennis England have taken into account the following legislation for safeguarding both young people and adults:

- | | |
|---|---|
| • The Children Act 2004 | • Data Protection Act 2018 |
| • The Children Act 1989 | • Police Act 1997 |
| • The Protection of Children Act 1999 | • Protection of Freedoms Act 2012 |
| • The Safeguarding Vulnerable Groups Act 2006 | • The Care Act 2014 |
| • The Every Child Matters Strategy 2004 | • Domestic Violence, Crime and Victims (Amendment) Act 2012 |
| • Working Together to Safeguard Children | • The Equality Act 2010 |
| • The Sexual Offences Act 2003 | • The Safeguarding Vulnerable Groups Act 2006 |
| • Human Rights Act 1998 | • Mental Capacity Act 2005 |
| • The Rehabilitation of Offenders Act 1974 | |

Personal information will be treated in strict confidence, within the limits of the law, which requires that the Police, Children's Services, Adult Services and/or any other statutory agencies including the NSPCC be informed where there are concerns that a child or adult is at serious risk of harm or it is believed that a crime has been committed. The Table Tennis England Safeguarding contact details are: Tel: 07507860034 or email:

judy.rogers@tabletennisengland.co.uk

The club has adopted the Table Tennis England Child Protection Policy and Guidelines. A copy of the guidelines is available for members to read at the club venue.

Signed as adopted in Club Committee Meeting minutes:

Chairman <to be completed>

Date <to be completed>

Appendix C: Support for your Press Officer

Part 1: Guidance

Wilf Reeve (contact: 07806 807311 or wilf.reeve@gmail.com) will continue as Premier Division Press Officer for 2020/21.

Paul Stimpson, Senior Communications Officer at Table Tennis England (contact: 01908 208869 or paul.stimpson@tabletennisengland.co.uk) will also support and advise clubs as required.

Each club shall have a nominated press officer who liaises with Wilf and Paul and also with the local media to promote the activities of the club. Wilf and Paul should be provided with the contact details of the club press officer at the earliest opportunity and at least two full weeks before the first full fixture.

Prior to the start of the season (at least one full week before the first fixture), each club shall provide profiles of every squad member and a high-resolution JPEG image of each player to Wilf Reeve and Paul Stimpson. The image should as far as is practicable show the player in club kit and should be a landscape, head-and-shoulders photo. Action photos can also be provided, if available. If any new squad members join during the course of the season, this information should be provided to the local media and to Wilf before they play their first match. A profile and photo should be provided at the earliest opportunity.

The club press officer should approach the local media to introduce themselves before the season starts. The best contact would normally be the sports editor of any local newspaper(s) and their associated websites, BBC/ITV regional TV stations and any other local TV stations. Building a personal relationship with the sports editor, finding out what they would be interested in covering, what their deadlines are and what you can provide them with (fixture lists, reports, photos, video, player profiles/interviews etc) is the best way to open up good coverage for the club.

The media, particularly print and online media, may be interested in match previews and general news, as well as match reports. Trying to secure as much coverage as possible before and after fixtures will not only build the club profile but also provide any sponsors with potential coverage.

Providing a good photograph, or video content, may make it more likely that local media will publish news and reports. If you are providing these, please ensure that they are free from copyright. Most media organisations are happy to credit a photographer but will not have the budget to purchase images.

Follow any local media accounts from the club's social media accounts, and ask them to follow you back. Inviting the local media to matches, particularly any title-deciding fixtures, is desirable. However, most local media organisations are relatively small in size and may not have the resources to allow this, particularly over a busy sporting weekend. You will most likely be asked to provide reports/photos etc. If any media do attend, please make them welcome and ensure they have somewhere to work with access to power and Wi-Fi. Please brief any visiting photographers on the protocol for taking photos, including where they can stand and particularly the 'no flash' rule as they may not be aware of this.

Contact Paul Stimpson if you would like any further advice or assistance making contact with the media, or on effective report-writing.

Club activities should also be promoted via club social media accounts – and encourage your players to promote the club on their personal accounts. Good high-resolution video content – particularly good rallies

or shots – will go down particularly well. Remember to tag players featured in any posts, as well as tagging *@TableTennisEng @BritishLeague* and any local media.

Please provide copies of all reports/press notices to Wilf Reeve so they can also be included on the Table Tennis England and British League websites.

Part 2: Player profiles

In order to allow us to create team profiles, we ask all teams to answer the following questions for each team player and return to marketing@tabletennisengland.co.uk no later than **<date TBC>**. A good quality photo of each player should also be submitted. These should be head and shoulder shots of players taken against a plain background. Please ensure these are taken using a high-resolution camera and in a place with good lighting. An example of a head and shoulders shot is shown below.



Questions to answer:

1. Player name
2. Nationality / Birth Place
3. Date of Birth
4. World & English ranking (if applicable)
5. Playing style (for example: right-handed attacking)
6. Grip
7. Month/year signed by club
8. Brief biography
9. Fun fact about yourself
10. Your table tennis hero
11. Biggest table tennis achievement(s)
12. Equipment used

Part 3: Live Streaming & Video Highlights

A home team is responsible for live streaming matches. Our recommendation is for individual clubs to set up YouTube accounts and to stream to those pages, or to stream to their Facebook pages. Streaming arrangements and links to the relevant pages will need to be communicated to Wilf and Paul by noon on the Thursday preceding the fixture, in order to be promoted online and via social media.

Matches should be streamed in high definition at a minimum of 720p and ideally 1080p. The minimum upload speed required for this is between 2.5 and 3 Mbps.

A scoreboard caption can be added and updated after every point, if a volunteer is available to do this. If not, please film from the corner of the court opposite the umpire’s scoreboard so that this can be seen in shot. Consider adding a caption for the overall match score. More advice on live streaming is available from Table Tennis England.

In order to access the relevant area of Bursary funding, Clubs must make footage of each entire match available to Wilf no later than noon on the following Monday. Footage should be recorded in high definition at a minimum of 720p and ideally 1080p. The most convenient method of sharing footage with Wilf can be arranged between him and the club.

Wilf will put together a “best shots” highlights reel. In order to access the relevant area of Bursary funding, Clubs must also make available, no later than noon on the following Monday, either pre-cut footage of those points for each match, or timestamps of where those points occur in the main match footage.

Part 4: Promotion via the Table Tennis England MarComms team

The following promotion/ support is dependent on the club as indicated:

Promotion/ Support	Dependencies
Player biographies published on TTE website	All clubs submitting player profiles
Promotion of live streams on the Table Tennis England website and social media	Clubs providing links as per guidance
Pre-event write up on TTE website – who is playing who this weekend	Any requested quotes from clubs
Once-a-month feature article on the TTE website	Participation from club/individual players to produce feature articles
Promotion of Senior British League Premier Division posts from clubs on Twitter	Clubs to tag <i>@TableTennisEng</i> and <i>@BritishLeague</i> on Twitter
Twitter and newsletter promotion of all website articles published on TTE website	-
Attendance, where possible, at any key/ pivotal matches by PR lead or Table Tennis England staff	Availability of PR officer / TTE comms teams
Written weekend results report published within 48 hours	Access to results + any requested quotes/ info from clubs and players
Produce a ‘Top 10 table tennis points’/ point of the weekend video	Teams submitting footage as per guidance
Media release for Premier Senior British League winner at the end of the season	Quotes received from winning team

Appendix D: Retention of Intellectual Property/Broadcast rights

This agreement concerns the ownership of the rights for broadcasting / streaming British League events.

The British League is wholly owned by The English Table Tennis Association, trading as Table Tennis England, and the rights for broadcasting or streaming of any events remain with Table Tennis England.

Table Tennis England may, at its discretion, assign the rights (and associated costs) for internet streaming to other parties such as a Club which is hosting a match, but this can only be done with prior agreement and not in conflict with any other broadcast/streaming deal.

If the rights are assigned for internet streaming, Table Tennis England will provide guidelines on quality standards.

If another party produces content of an event, then Table Tennis England retains the rights and can distribute to other channels, with acknowledgement to the producer – at no cost to Table Tennis England. If Table Tennis England is able to generate revenue through the sale of that content, then acknowledgement and a proportion of the profits will be given to the producer. This will be negotiated subject to costs of production and revenue generated.

This is a worldwide agreement.