

USATT ADVISORY COMMITTEES

SCOPE OF RESPONSIBILITIES

Under Article IX, Committees, Section 9.1, of the current USA Table Tennis (USATT) Bylaws, the USATT Board shall appoint Advisory Committees (AC) as they believe appropriate. The USATT Board recently approved the following Advisory Committees to carry out defined duties related to the business of USATT:

Officials and Rules Advisory Committee (ORAC)

Tournaments Advisory Committee (TAC)

Seniors Advisory Committee (SAC)

Editorial Advisory Committee (EAC)

Juniors Advisory Committee (JAC)

Coaching Advisory Committee (CAC)

Clubs Advisory Committee (CLAC)

Hardbat Advisory Committee (HAC)

Leagues Advisory Committee (LAC)

Marketing and Fund Raising Advisory Committee (MFRAC)

Note: In addition to the above Advisory Committees, several Standing Committees exist within the USATT governance structure. The function of the Standing Committees is described in Article IX of the USATT Bylaws.

Advisory Committees (ACs) are, by definition, advisory in nature to the Board of Directors and the Chief Executive Officer (CEO). ACs are not policy making bodies but they can recommend policy and operating procedures to the Board or CEO.

The composition of all ACs shall not exceed five (5) persons, to include the Chair and each AC shall have at least twenty (20%) elite athlete representation.

Advisory Committee assignments, including the designation of Chairs, shall be made by the Board and shall be for two (2) years, starting from January 1, 2011. Assignments shall be based on a combination of factors including each individual member's expertise and the needs of USATT and the Bylaws. Each AC Chair shall submit an annual report

on committee matters to the Board in December of any given year or upon the request of the Board or CEO.

The CEO will assign a liaison to each AC for purposes of supporting the work of the respective AC. The liaison will have voice but no vote within the AC they are assigned to serve.

Committee Budgets

ACs will conduct their business in accordance within a budget that is approved by the Board on an annual basis. Typical AC expenses are a result of conducting business through electronic or mail means. Special projects are to be presented in detail to the Board as part of the annual budgeting process.

Committee Procedures

It is recognized that each Advisory Committee shall establish procedures for conducting its business and affairs. Such procedures shall be published and made available on the USATT's website.

Committee Responsibilities

All ACs are expected to perform the following tasks:

1. Submit articles to the magazine on a regular basis on topics relevant to their respective AC's missions.
2. Review and update all respective AC related materials on the website
3. Submit web/blog posts to the webmasters on a bi-monthly basis. Posts should cover a topic related to the committee's area of focus and be of interest to the general membership.
4. Meet on a regular basis (suggested monthly) via web or teleconference to ensure continued progress on committee-related responsibilities
5. Meet face to face annually at either the U.S. Open or U.S. Nationals/Annual Assembly, provided committee members are able to make the trip.
6. Submit minutes of any meeting conducted for posting on the website. Minutes are expected to be submitted in a timely fashion, within 30 days of a meeting date
7. Submit an annual report on committee activities in December of each year to the Board and CEO. Present and discuss the committee's annual report at the subsequent Board meeting.

As appropriate, AC's are expected to include Paralympic programs and athletes in their missions and planning.

The following are general responsibilities for each listed Advisory Committee:

Officials and Rules Advisory Committee:

- Conduct domestic certification programs for officials (referees, umpires and racket control) and classifiers.
- Present a clear path for certification programs for Officials/Classifiers for posting on the website
- Conduct classification clinics for new or athletes that need to be reviewed for classification
- Maintain records of player cards/classification and assist in writing of appeals or requests for reclassification and other items as needed regarding classifiers/classification
- Nominate referees, umpires, racket controllers and Classifiers for domestic and international events and advise the Board on ITTF nominations in respective areas
- Monitor and interpret ITTF rule and technical changes for recommendation to the Board
- Advise the Board and CEO on rule and technical change implementation
- Advise the Board and CEO on technical aspects impacting Table Tennis
- Review and update all Officials and Rules related materials on the website
- Provide suggest content for the magazine, website and e-newsletter on a regular basis
- Provide a written report to the Board on an annual basis
- Keep and maintain minutes for website publishing on ORAC meetings and teleconferences
- Other assignments as may be given by the Board or CEO

Tournaments Advisory Committee:

- Publish national and regional sanctioning procedures
- Advise the Board/CEO on bidding and selection procedures for USA events
- Cooperate with the HPC on High Performance Tournaments in the USA
- Review and update all tournament related materials on the website
- Other assignments as may be given by the Board or CEO
- Increase the number of USATT sanctioned tournaments
- Develop standards and training programs for Certified Tournament Directors
- Provide guidance on improving public presentation and conduct of tournaments
- Review and evaluate the rating system and make recommendations to the Board
- Produce a written report to the Board on an annual basis
- Keep and maintain minutes for website publishing on TAC meetings and teleconferences

Sanctioning Coordinators Subcommittee: This subcommittee will consist of the National Sanctioning Coordinator (chair) and the Regional Sanctioning Coordinators. The National Sanctioning Coordinator will appoint, train and monitor the Regional Sanctioning Coordinators. The Sanctioning Coordinators Sub-Committee will have responsibility over the following areas:

- Grant sanctioning to events that meet TAC guidelines through application
- Mediate and mitigate national and regional disputes over sanctioning & reporting
- Review and update sanctioning related materials (e.g., RTC/NTC contact info and Sanctioned Event Calendars) on the website
- Recommend sanctioning guidelines for leagues
- Other assignments as may be given by the TAC

Seniors Advisory Committee:

- Actively promote senior events for athletes over 40 years old with USA Table Tennis
- Monitor and convey international and domestic senior opportunities to members
- Be the advocacy group for Senior domestic and international programs
- Develop Selection Procedures as needed for international events
- Oversee and implement the Selection procedures for international competition
- Review and update all Senior related materials on the website
- Produce a written report to the Board on an annual basis
- Keep and maintain minutes for website publishing on SAC meetings and teleconferences
- Other assignments as may be given by the Board or CEO

Editorial Advisory Committee:

- Serve as a review body for all USATT publications and promotional material
- Serve as a resource to the Editor of the USATT Magazine
- Serve as a resource to the USATT webmaster
- Produce a written report to the Board on an annual basis
- Keep and maintain minutes for website publishing on EAC meetings and teleconferences
- Other assignments as may be given by the Board or CEO

Juniors Advisory Committee:

- Be the advocacy group for Junior and Cadet domestic and international programs

- With the HPC, design and implement domestic Junior and Cadet programs
- Monitor and support scholastic based programs domestically
- Compare and contrast international programs for USA adoption/implementation
- Develop and implement a process for a National Junior Grass roots program
- Review and update all Junior related materials on the website
- Produce a written report to the Board on an annual basis
- Keep and maintain minutes for website publishing on JAC meetings and teleconferences
- Other assignments as may be given by the Board or CEO

Coaching Advisory Committee:

- Review and recommend domestic and international coaching /education program, and opportunities.
- Review coaching exchange of information program, nurture and establish same
- Review and recommend domestic coaching education programs and opportunities
- Consult with the HPC in the selection criteria of national team coaches and make selection of minimum qualified candidates
- Publish national and regional coaching certification procedures
- Appoint, certify, train and monitor certified coaches
- Conduct domestic certification programs for coaches
- Present a clear path for certification programs for coaches for posting on the website
- Review and update all Coaching related materials on the website
- Conduct the Annual Coach of the Year Selection Process
- Produce a written report to the Board on an annual basis
- Keep and maintain minutes for website publishing on CAC meetings and teleconferences
- Other assignments as may be given by the Board or CEO

Clubs Advisory Committee:

- Review and update all club related materials on the website
- Publish a 501 c 3 step by step guide for USATT clubs to follow
- Survey clubs regarding their needs and expectations for USATT support
- Survey clubs regarding their existing structure and memberships
- Review the existing USATT club membership structure and advise the Board on the promotion, growth and support policy of clubs
- Review how clubs fit and maintain a role in the USATT Strategic Plan
- Produce a written report to the Board on an annual basis
- In close working conjunction with the High Performance Committee, monitor, manage and promote the NCOE and RCOE programs
- Keep and maintain minutes for website publishing on Club AC meetings and teleconferences

- Other assignments as may be given by the Board or CEO

Hardbat Advisory Committee:

- Develop a program for inclusion of Hardbat events in sanctioned USATT events
- Advise the Board on the needs of the Hardbat community within USATT
- Review and update all Hardbat related materials on the website
- Evaluate the needs for the Hardbat AC change into a Contributing Organizational member status
- Develop a program, ideas and incentives to promote Hardbat events at local and national competitions under the framework of the current USATT and ITTF rules
- Produce a written report to the Board on an annual basis
- Keep and maintain minutes for website publishing on HAC meetings and teleconferences
- Other assignments as may be given by the Board or CEO

League Advisory Committee:

- Recommend guidelines and requirements for affiliated leagues
- Recommend guidelines and membership benefits for USATT league membership category
- Develop standards and training programs for league administrators
- Develop format and qualification requirements and for team league national championship
- Review and update all league related materials on the website
- Develop plans to promote the growth of affiliated leagues
- Produce a written report to the Board on an annual basis
- Keep and maintain minutes for website publishing on LAC meetings and teleconferences
- Other assignments as may be given by the Board or CEO

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