



## **USATT COMMITTEE PROCEDURES AND RESPONSIBILITIES**

### **Bylaws Section 9.1. Designation.** (for reference)

There shall be no Executive Committee or other committee(s) with management authority delegated by the Board. Similarly, there shall be no entity or individuals who have overlapping or superior authority to the Board, such as a “super-board” (commonly called a governing council or general assembly).

USATT shall have at least the following standing committees:

Audit Committee, Ethics and Grievance Committee, Compensation Committee, the Nominating and Governance Committee, and the High Performance Committee.

The Board shall appoint such advisory task forces or committees as the Board believes appropriate, and shall define narrowly the mission and deliverables of such task forces or committees. The decision to appoint or not appoint and to terminate such a task force or committee shall be exclusively at the Board’s discretion.

Committees shall provide recommendations and pursue special projects as directed by the board. Committees may be assigned to support day-to-day operations of USATT. Committees may organize volunteers to help them execute their tasks. Committees are not policy making bodies, but they can recommend policy and operating procedures to the Board or CEO. Committees have no independent management authority.

The composition of all Committees shall not exceed five (5) persons, to include the Chair and each Committee shall have at least twenty (20%) elite athlete representation. Each Committee shall have a liaison with the board or staff.

### **Committee Procedures**

Each Committee shall submit an annual report on committee matters to the Board in December of each year or upon the request of the Board or CEO. The Board shall assign a Board liaison and the CEO will assign a staff liaison to each committee as needed. The liaison will have voice, but no vote within the committee they are assigned to serve.

Each Committee shall establish procedures for conducting its business and affairs. Such procedures shall be published and made available on the USATT’s website. Committees will conduct their business in accordance within a budget that is approved by the Board on an annual basis. Special projects are to be presented in detail to the Board as part of the annual budgeting process.

## **Committee Responsibilities**

All committees are required to perform the following tasks:

1. Submit articles, blog posts and reports to the association on a regular basis on topics relevant to their missions.
2. Review and update all related materials on the website
3. Meet on a regular basis via web or teleconference to ensure continued progress on committee-related responsibilities.
4. 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.
5. Submit minutes of any meeting in a timely fashion, within 30 days of a meeting date.
6. 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.
7. Other assignments as may be given by the Board or CEO

Committees are expected to include Paralympic programs and athletes in their missions and planning.

The following are general responsibilities for each listed Committee:

- The responsibilities of each standing committee are described in the USATT Bylaws.

**Audit Committee:**

**Ethics and Grievance Committee:**

**Compensation Committee:**

**Nominating and Governance Committee:**

**High Performance Committee:**

The following are specific responsibilities for each listed advisory committee:

**Rules Committee:**

- Monitor and interpret ITTF rule and technical changes for recommendation to the Board
- Advise the Board and CEO on rule and technical interpretation and change implementation
- Advise the Board and CEO on technical aspects impacting Table Tennis

**Marketing Committee:**

- Advise the Board and CEO on marketing and fundraising initiatives
- Develop strategic marketing and fund raising campaigns that support the mission of USATT
- Advise the Board and CEO on fundraising and sponsorship best practices and trends

**Club Committee:**

- Review the existing USATT club membership structure and advise the Board on the promotion, growth and support policy of clubs.
- Publish "How-to" guides for USATT clubs
- Survey clubs regarding their needs and expectations for USATT support
- Survey clubs regarding their existing structure and memberships
- Review how clubs fit and maintain a role in the USATT Strategic Plan

**League 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
- Develop plans to promote the growth of affiliated leagues

**Tournament 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
- Encourage tournament directors and clubs to 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

**Coaching Committee:**

- Review and recommend domestic and international coaching/education programs and opportunities.
- Review, establish and nurture coaching information exchange programs
- 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
- Conduct and publish procedures for coach certification
- Appoint, certify, train and monitor certified coaches
- Conduct the Annual Coach of the Year Selection Process

**Umpires' and Referees' 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 athletes 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

**Editorial Committee:**

- Serve as a review body for all USATT publications and promotional material
- Serve as a resource to the USATT webmaster and media staff

**Senior Committee:**

- Actively promote senior events for athletes over 40 years old
- Monitor and convey international and domestic senior opportunities to members
- Be the advocacy group for Senior programs

**Junior Committee:**

- Be the advocacy group for 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

**Hardbat Committee:**

- Be the advocacy group for Hardbat players in USATT
- Develop a program for inclusion of Hardbat events in sanctioned USATT events

**This document shall supersede the 2012 report on restructuring committees.**