# Try Table Tennis Subcommittee - Terms of Reference

The Try Table Tennis subcommittee will comprise up to 8 people who have an interest, knowledge, passion and time to promote and grow the sport of Table Tennis.

The subcommittee will comprise of

* Steve Pallas (Chair and Project Manager)
* Dennis Makaling and Alex Morella (TTV Staff)
* 4-5 representatives from Table Tennis clubs and associations

It is vitally important for the effectiveness of the sub committee that the “Club Representatives” have a thorough understanding of club operations and are known and respected by the clubs.

Ideally the sub committee should have the following characteristics:

* comprise of at least 40% female representation,
* ideally have two members under the age of thirty,
* at least two representatives would be parents with school aged children
* have at least one representing senior participants.
* Representatives from regional and metropolitan clubs

The TTV Board must approve all subcommittee members prior to joining the sub committee.

The Try Table Tennis subcommittee will report directly to the Table Tennis Victoria Board. This subcommittee will work closely with all other subcommittees to ensure events and activities are communicated to the table tennis community.

**1. Role/Purpose**

Table Tennis Victoria wish to establish an annual, state wide “come and try” event which encourages and facilitates people to try table tennis at participating table tennis clubs around Australia and convert them to members and participants over time after the event.

The Board of TTV have delegated responsibility for the design, development and establishment of the inaugural state-wide event to the Try Table Tennis Subcommittee.

The *Try Table Tennis* subcommittee oversee and coordinate the following components of the Try Table Tennis event:

1. Design the event and its varying formats
2. Create and implement the club engagement strategy
3. Create and implement the strategy to empower clubs to deliver a successful day
4. Create and implement the marketing and promotions strategy
5. Create the marketing collateral and strategy which can be used by clubs to promote the event in their communities
6. Create the processes and methodology which converts participants to members and participants of table tennis.
7. Review the event, making recommendations for future events to the Board of TTV

**2. Meeting, sub committee authority and TTV board reporting**

The Try Table Tennis Subcommittee will meet once a month on a Thursday evening at Table Tennis Victoria offices at the Melbourne Sports and Aquatic Centre.

**Reporting to the TTV Board**

At each stage of the planning process, the subcommittee will be required to provide information to the TTV board for review, adjustment and sign off.

Information to be provided to the TTV Board will include event scope and definition, detailed implementation plans and comprehensive budgets.

The sub committee must receive TTV Board approval for each step of the project. The sub committee can not proceed with event implementation until approval to do so has been granted by the TTV Board.

The Try Table Tennis subcommittee will provide a report to the Board, at least on a monthly basis, updating the board on progress toward achieving its objectives.

The report should also highlight:

* Any issues which the Board should be made aware of
* Progress toward each of the of the strategic objectives, highlight tasks completed and any tasks which are behind schedule.
* Any tasks which are behind schedule a brief explanation as to the cause and what any consequences of the delay will be.
* How the Board can support and assist the subcommittee?

The committee may invite the Chairperson of the Try Table Tennis subcommittee to attend board meetings to report on behalf of the subcommittee.