**TOURNAMENT ORGANISER DUTIES**

The Tournament Organiser (TO) is responsible for organising a competition programme to cater for all ages and standards at the venue who have entered an event.

**Main duties** working with the Tournament Committee or Event Committee:

* To develop an annual plan for the competition based on the 1\* to 4\* status, ages and standards, based on dates, venue size, cost and available time, with reference to capacity and safety issues
* To ensure before booking that the venue is fully accessible, including toilets and changing rooms
* To establish whether car-parking is available, and if there is a charge; to check the venue has access to an overflow car park if there are other venue users on-site
* To have an Event check-list with a timeline; to decide at what point to cancel a planned event if not enough entries have been received
* To prepare a Risk Assessment of the Venue in consultation with venue owners, inc:
* Fire Alarm information should be checked when doing an event-planning visit and double-checked on the day on the event
* Check that locks are off Emergency Exits
* Ensure all participants are aware of the evacuation information
* The Tournament Organiser should have a list of participants for roll-call if needed
* A large venue will have a Terrorism Procedures. Evacuating the venue process should also be known and TO always available for these duties
* Identify who is looking after First Aid and provide an Accident Book at the event. If blood is spilled on court, the umpires/ referee should liaise with TO for arrangements to be made in the correct way by Venue Staff

**NOTE: The Tournament Organiser** should be involved in resolving any issues in conjunction with Referee and/or Competition Manager

**Other Duties of Tournament Organiser:**

* To check insurance is in place for the event before the venue is booked and the first entries received
* To agree with the tournament committee before the entry form is designed whether Trophies or vouchers are to be presented
* To work with the Club or TTE marketing/communications officer, website editor and membership secretary to promote events through all possible channels
* To prepare a budget for the event and check this with the committee; obtain permission from the County to run event in the first instance; check with Tournament Approval Panel (TAP) whether the date is suitable for inclusion in the calendar well in advance of the event; then submit to TAP appropriate forms for checking and approval; to book the venue provisionally, or alternative venues for each event planned, until approval has been obtained to run the event
* To order/check equipment needed for each event i.e. at a Club event, table tennis tables and barriers may be on site owned by the club; at a bigger event, table tennis tables and umpire’s tables may have to be hired in. Note: there are not many companies hiring table tennis tables, so you need to plan well ahead
* To organise the referee and umpires /volunteers for each event depending on its \* status (1 to 4 Star). The Referee and TO need to be named on the application form and entry form, so needs to be planned early
* To prepare entry forms, and manage entries and entry fees, with BACS payment facility and correspondence
* To organise catering that is appropriate for people from diverse cultures, vegetarians/ vegans, and people with food intolerances and allergies; to confirm times available and food for officials. Note: Arrange a space for officials to eat away from participants and parents.
* To check with the venue manager that chairs for spectators are available and can be used on sports hall floor; to provide tables available for referee, checking-in desk, and necessary provision for raffle prizes and/ or trade stand
* To arrange recruitment and training of new volunteers; to use any table tennis volunteers trained at the club or local schools to support in the pre-event organisation and on the day. Note: if Para/ wheelchair users, may need ball-collectors

**Qualities of a Tournament Organiser**

**Skills** • Approachable and friendly • Good communication skills • Good IT and organisation skills • Experience of using table tennis tournament software would be useful • Reliable and trustworthy

**Key Relationships** • Chairperson and management committee • Coaches • Membership Secretary • Treasurer • Marketing/Communications Officer, Website Editor and Social Media Co-ordinator • Table Tennis volunteers • Referees and Umpires

**Time commitment before/ after event** • Attendance at pre-event planning meetings events • Site visit • Administration prior to event • Setting up the venue, usually the evening before the event with volunteers • Checking-in players before the event • Dismantling equipment after close of play • Sending in OT forms and fees to Table Tennis England, and results for ranking purposes

**During play /event**

* Checking referees team get refreshments and have no issues
* Walking round the venue to check barriers have not moved; tables have not been moved; walkways and exits remain clear
* Picking-up any litter, clearing-up water spillage, keeping alert for strange bags or unwelcome strangers
* A notice with contact details and phone number for the event Welfare Officer must be displayed if Under 18s are involved; the TO can fulfil this role, or another volunteer with Safeguarding qualifications
* Check who is announcing the finals (eg referee or TO). If there are parades, TO to make sure this is organised and happens at the appropriate time
* Presentations and presenters need to be arranged by TO, together with a table for medals, trophies etc to be placed on. If it is an important event, the TO may wish to invite local dignitaries from the Council

**Please also be aware:**

**Terrorism** The TO should link with a venue/stadium manager to make sure protocols are followed. Check the venue evacuation message and procedure. The UK faces a real threat from terrorism and crowded places remain an attractive target. The TO should make themselves familiar with coded announcements used in larger venues and the role they are expected and required to play. TOs also need to watch for any unfamiliar faces entering the playing hall and for unattended bags.

**Pandemic** The TOneeds to ensure that COVID-19 regulations are complied with at an event, for example - enforcing bubbles, track and trace, sanitising etc. TOs need to refer to the latest advice on the Table Tennis England website which **MUST** be followed. COVID guidance includes managing and monitoring sanitisation, capacity, social distancing etc. This means the organiser or assistant needs to patrol round the playing area to check all is in order on a regular basis.

**SUMMARY**

The TO and/or Deputy should be always vigilant and involved in resolving any issues. Therefore, **Table Tennis England Regulations** **do not** allow the TO or Deputy TO to play in their own event, as they must be available at all times and the Referee and Leisure Centre manager know of their whereabouts.

Criminal-records check (DBS) may be required if doing regular events at a club with under 18s and/ or vulnerable adults.

Table Tennis England’s Technical Officials Committee (TOC) organises qualification courses to become a TO.

Karen Tonge MBE

Training and Development Officials

TOC

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