



GUIDELINES

FOR TOURNAMENT ORGANISERS

This document summarises important elements of the Table Tennis England Competition Regulations to help Tournament Organisers fulfil their role and duties effectively; it is not to be read in isolation from the Competition Regulations.

OPEN TOURNAMENTS

- **Obtain written permission to hold the Event**
 - from the Secretary of your County Association
 - and from the Secretary of the County Association where the Event is to be held (if different from above)
 - Complete an OT1 form (Application to run an Open Tournament) and submit to the Tournament Approval Panel (TAP)
- **OT1 Application to run an Open Tournament**
 - Completion of the OT1 includes a signed declaration by the Tournament Organiser (TO) that they will ensure that all entrants have current Table Tennis England (TTE) membership at the appropriate level for the Event i.e. **Compete** (Development and 1 Star), **Compete Plus** (2 Star and above)
 - player eligibility should be checked via the Membership Department

INVITATION TOURNAMENTS

- **Invitation Tournaments**
 - Permission to run an Invitation Tournament must be obtained from:-
 1. the County Association to which the organising body is affiliated, or
 2. the County Association in which the event is to be held, if different from 1. above, or
 3. from the Tournament Approval Panel (TAP) if players from more than one County or other Association are to be invited
 - Two copies of the Invitation or Entry Form shall immediately after publication be sent to the County Association to which the organising body is affiliated and if the event is to be held in a different County Association, to that County Association instead
 - Permission to invite a player must be obtained from the County or other Association having jurisdiction over that player (Regulations Part C County Administration, Part 3 Affiliation)
 - The names and addresses of the players to be invited shall, at least 3 days before invitations are sent to players, be sent to:-
 1. the County Association of the organising body, or to the
 2. County Association where the event is to be held, if different from 1. above, or to
 3. the TAP Secretary if invitations are to be sent to players from more than one County or other Association

GENERAL INFORMATION

- **Calendar Date Priorities**
 - When organising a tournament the Tournament Organiser should contact the Chairman of the Tournament Approval Panel (TAP) to obtain approval for the date of the event. A number of considerations are taken into account when approving the date of a tournament, as follows:-
 - a) Is the tournament within 100 miles of another tournament of similar status and age category
 - b) Does the tournament clash with the dates of the Senior National Championships
 - c) Certain tournaments have priority over other 'lower category' events, e.g. National Cadet League and National Junior League take priority over 2 Star tournaments. The priority rating of a tournament does not necessarily mean that this precludes a tournament of lower priority rating being held on the same dates as a tournament of higher priority rating e.g. a Junior 2 Star event could be held on the same weekend as the Junior National Cup (JNC), because player entry to the JNC is restricted to those within particular national rankings, and a Junior 2 Star event is unlikely to have a negative impact on the JNC, and vice versa.

TAP endeavours to be as fair as possible when considering all date approval applications; this is not a 'precise science' and all applications are considered with a view to the possible negative impact on already approved tournaments, and upon that of an applicant tournament.
- **Match Scoresheets**
 - All match scoresheets (Team matches, Group matches, Individual matches, Round Robins etc) must include the name of each player's or pair's coach for each match. Scoresheet templates are available on the Table Tennis England website (see 'Organisers & Venues' followed by 'How To Organise A Tournament'). The name of coaches must be entered onto EVERY scoresheet; the spaces for the coach name MUST NOT be left blank. The names of coaches are required so that Table Tennis England complies with the requirements of both the World Anti-Doping Agency and UK Anti-Doping.

- **Entry Form**
 - Should be submitted to TAP at least 6 weeks before the date of the Event, and the finalised copy of the Entry Form should be submitted to TAP for publication at least 4 weeks before the Event
- **OT4 Tournament report**
 - submit the Tournament Report (OT4), along with all player Entry Forms and completed wall charts for each individual event, to the Rankings Team at the earliest opportunity after the end of the Event and by the deadline for the Ranking Month in which the Event takes place; this is important to enable ranking points from the event to be added at the earliest opportunity
- **OT5 Tournament and Ranking Levies**
 - pay the Tournament Levies, Ranking Levies and any Single Competition Licence (SCL) fees to TTE no later than 14 days after the Event (see the OT5 appropriate to your type of Event)

Page 2

GUIDELINES FOR TOURNAMENT ORGANISERS

- **Single Competition Licence (SCL)**
 - an SCL is needed when a person with **Compete** membership of TTE wants to enter a tournament at the level of 2 Star or above, however they should usually arrange an upgrade to **Compete Plus** membership or acquire an SCL online through the TTE website, or by telephone, prior to the tournament; arrangement of an SCL at the venue should be an extraordinary occurrence. An SCL serves as a one-off upgrade and entitles a person to participate for that weekend only in the Tournament for which the application is made.
 - acquiring membership of TTE **at** the tournament venue is not permissible; anyone acquiring an SCL should already have **Compete** membership
- **Table Tennis England Competition Regulations**
 - ensure that all entrants in each event meet the age requirements, as appropriate (Part A:5.1 – 5.5) *
 - ensure that no players currently under suspension have entered the tournament (Part A: 6.1 – 6.4) *
 - ensure that the Entry Form for the tournament complies with Annex B (Part B:6.2)
 - ensure that the procedure for recording entries, and any requirements relating to Player ratings, are complied with (Part B:6.3)
 - ensure that you have the appropriate number of tournament officials at the required level of qualification to meet the requirements for your grade of event (Part B:5.3 – 5.7)

* You should do this by contacting the Membership Department at Table Tennis England, via the email address help@tabletennisengland.co.uk
- **Tournament Organiser and Referee**
 - The Tournament Organiser and the Referee/Deputy Referee must not be the same person. Technical officials at all events can only fulfil one role e.g. TO, referee, umpire, coach. The Referee and Deputy Referee are not able to participate in the tournament as a player.
- **Tournament Organiser availability during a tournament**
 - the designated Tournament Organiser, or Deputy, should be available at all times during play, neither are able to participate in the tournament as a player
- **Tournament Organiser Duties**

The following is a summary of the main duties of a TO and should be read in conjunction with the 'Tournament Organiser Duties' document:-

 - the TO, or responsible deputy, must be available at all times throughout the tournament.
 - prepare a Risk Assessment of the venue in consultation with the venue owners and ensure that it is communicated effectively and adhered to by all those identified as responsible for areas of delivery
 - arrangements for First Aid provision and Accident Book for the event
 - arrange for the safe cleaning up of any blood in court/walkways
 - during the Event Planning visit obtain fire alarm/fire exit information from the owners. Ensure all players, match officials and spectators are aware of the emergency evacuation procedure
 - ensure any TTE special safety measures, that may be in force from time to time, are managed
 - organise referee and umpires/volunteers appropriate to the event status

- organise catering that is appropriate for people of diverse cultures, vegetarians/vegans, and people with food intolerances/allergies. Confirm availability of food service for players/spectators and arrange food and meal times for match officials
- Ensure venue is fully accessible, including toilets and changing rooms
- **Sanctioned Events Commitments**
 - As per the attached schedule

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Regulated Events Commitments

<https://tabletennisengland.co.uk/wp-content/uploads/2021/07/A-Regulated-Competitions-01.08.21.pdf>

<https://tabletennisengland.co.uk/wp-content/uploads/2021/07/B-Tournament-Regs-2122.pdf>

	Development (Grade 1)	1* (Grade 2)	2* (Grade 2)	3* (Grade 3)	4* (Grade 4)
Membership requirement/ check	Compete	Compete	Compete Plus	Compete Plus	Compete Plus
Ranking eligibility/ results submission	No	Yes	Yes	Yes	Yes
Tournament Levy due	Yes	Yes	Yes	Yes	Yes
Ranking Levy due	No	Yes	Yes	Yes	Yes

Application timeframe	At least 4 weeks prior	At least 3 months prior	At least 6 months prior	At least 6 months prior	At least 6 months prior
Organiser qualification	TTE member	TTE member	Minimum TO2	Minimum TO2	Minimum TO3
Referee qualification	Suitably experienced TTE member approved by TAP	Suitably experienced TTE member approved by TAP	Minimum L1 (TR)	Minimum L2 (NR)	Minimum L2 (NR)
Deputy Referee qualification	-	-	-	Minimum L1 (TR)	Minimum L1 (TR)
Umpire	-	Designated individual	A minimum of one L1 umpire. Minimum L1 (all finals)	A minimum of one L1 umpire for 1-4 tables, at least 2 for 5-8 tables and so on. Minimum L1 (all finals); recommended minimum L1 (all KO matches)	A minimum of one L1 umpire for 1-4 tables, at least 2 for 5-8 tables and so on. Minimum L1 (all KO matches)
Organising Committee	Recommended	Recommended	Required	Required	Required
Entry commitment	-	-	-	-	All valid entries from top 50 Junior Boys, and from top 32 Cadet Boys, Junior Girls and Cadet Girls MUST be accepted
Playing conditions & equipment	<ul style="list-style-type: none"> 8.5x4m x3m high 300lux ITTF approved balls Playing area marked 	<ul style="list-style-type: none"> 9x4.5m x3m high 300lux ITTF approved balls Surrounds at ends and corners <p>Also: NCL, NJL, ELCC rounds</p>	<ul style="list-style-type: none"> 10x5m x3m high 500lux ITTF approved tables and nets ITTF approved balls Surrounds at ends and corners <p>Also: Grands Prix, BL & CC (non-Premier divisions), ELCC finals</p>	<ul style="list-style-type: none"> 12x6m x4m high (senior/ veterans) or 10x5m x3m (junior/ cadet) 500lux ITTF approved tables and nets ITTF approved balls Surrounds on all sides <p>Also: 12x6m at National Champs, SBL/ WBL/ VBL & CC Premier divisions; BL is 1,000lux</p>	
Score Indicators	-	At least for finals	All matches	All matches	All matches
Programme	-	-	Recommended	Recommended with individual match times	Recommended with individual match times
Finals	-	-	Clearly defined 'show table'	Clearly defined 'show table'; no adjacent play	Clearly defined 'show table'; no adjacent play