Operational Processes for Cadet British Clubs League (CadetBCL)

& Junior British Clubs League (JuniorBCL) + Girls' CadetBCL Pilot[1]

These processes are supplementary to *Regulations Part A: Regulated Competitions*, and this document exists for the purposes of guidance, consistency and transparency.

For avoidance of doubt, the eligible Dates of Birth for players in Season '25/26 are:
- Cadets born 01 January 2011 or after
- Junior born 01 January 2007 or after

1. Competition Categories – Cadet (U15) and Junior (U19)

Girls' CadetBCL Pilot: Cadet (U15) only

2. Competition Format – League for clubs/ teams

Girls' CadetBCL Pilot: as above

3. Competition Dates – 4 designated days per season, potentially with local variations agreed by TAP (Tournament Approval Panel)

Girls' CadetBCL Pilot: as above but 3 designated days per season

4. Venues – typically 15 or so regional Hosts, in England, for each of CadetBCL and JuniorBCL.

The playing area and lighting shall not be less than required for a 2* open tournament (minimum 9x4.5m x3m high; 300lux); barriers on all sides; ITTF compliant table and net strongly recommended; ITTF compliant balls will be used (provided by TTE); scoring machines to be used in all matches.

Facilities should ideally include: participant and spectator seating, changing facilities, parking, refreshments, strong and consistent WiFi connectivity, and meet accessibility requirements.

The event organiser/ host is responsible for the safe operational delivery, including safeguarding, security, 1st aid and in the event of injury or emergency.

The organiser/ host should produce their own risk assessments and implement appropriate controls as required. These should be specific to the venue, its equipment and facilities, the activity taking place, the age and standard of the participants, and also take into account any processes and requirements stipulated by the venue.

The organiser/ host should hold such insurances as may be appropriate for the event, such as public liability, and be able to evidence any current training/ certification indicated by risk assessment, such as safeguarding, 1st aid or DBS check.

Girls' CadetBCL Pilot: as above but anticipated 3-4 area hosts

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[1] The Pilot will be held in Season '25/26 and the approach reviewed for subsequent seasons

5. Entries, Entry Payments and Player Registrations - will be processed via TT Leagues [2] Support will be provided as required to achieve this.

6. Allocation of Teams to Host Venues
The Committee will endeavour to place all teams in an appropriate geographical playing venue, based on their indicated preferences. Clearly, given the number of teams applying from certain areas, this is not always possible. Applications for entry are therefore made in the knowledge that some travelling may be required. Applications are only complete with full remittance; no team withdrawals will be accepted on the basis of host allocation, and no refunds made.

7. Regulations – the Laws of TTE apply, excepting ITTF clothing regulation 3.2.2.9 and no Time Outs are permitted

8. Clubs – open to clubs from England and the Home Countries. Clubs must be affiliated to Table Tennis England as a Premier, Associate or Registered Club/ Team. At its simplest, the latter is simply a registration of the club/ team name and contact details.

'Registered Teams' may be formed if clubs wish to create a composite team comprised of players from more than one affiliated club, and this approach is actively recommended if required to achieve a critical mass of girl players for a girl's team. Please enquire for further details.

9. Teams – are comprised of a minimum 3 male and/or female players from a Club, and may therefore be boys, girls or mixed in the same competition. A club must register a minimum complement of players for each team at the time of entry

Girls' divisions will be formed if sufficient girls team entries are received at local level, or a division can be consolidated across a region. For this reason, it is particularly important to specify alternative preferred venues during the entry process for girls teams

10. Player Eligibility – current TTE membership (minimum 'Compete' level) is required, or reciprocal registration if a player is already a member of a Home Country or other ITTF association. Players must not be excluded by suspension.

CadetBCL players must not have registered for or played in YouthBCL during the same season.

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[2] Any club or club contact that requires support in terms of registration and/ or entry and payment should please contact CadetBCL@tabletennisengland.co.uk or JuniorBCL@tabletennisengland.co.uk in the first instance

JuniorBCL players must not have registered for or played YouthBCL before registering for or playing JuniorBCL. JuniorBCL players must not play more than 4x YouthBCL team matches accumulatively for any club/team on any date in the season.

All players must also be individually affiliated in TT Memberships to the Club whom they represent - players will not be able to be registered or selected for a club in the TT Leagues platform if this is not the case.

In future seasons, all players may also be required to individually affiliate in TT Memberships to the League (CadetBCL/ JuniorBCL)

After the second scheduled day of matches, only players who in the opinion of the Committee are ranked or dummy-ranked equal to or lower to those already registered in a given team will be admissible as new or replacement signings. Team Captains may be required to provide information or evidence to support this process. Player(s) added in this way must play in the lowest team position(s) in the following round, but may be reranked in subsequent rounds (see 15. below)

No player transfers are permitted to another club/ team at the same or a different host after having already represented that club/ team during a playing season. Exceptionally, and only at the discretion of the Committee, a player registered for a team may request to transfer to another team from their own club if they have not yet played.

Girls' CadetBCL Pilot: as above but eligibility excludes anyone that played or was invited to play National Series at U15 level or top half of U13 level in Season 25/26, new/ replacement signings restrictions apply after the first scheduled day of matches, and may be ranked or dummy-ranked within +30pts or lower than those already registered or restricted to play in each team. Players will not be restricted as a result of having played YouthBCL in the same season.

11. Fixture Format – the recommended standard division size is 4 teams, with a preferred alternative division size of 6 teams.

Fixtures will be drawn using standard draw matrices, in a linear divisional structure, utilising a minimum of one table per team and played over four days.

Each day's play will ideally provide each player in a 3-player team with minimum of 9 individual matches in a division of 4 teams, or 10 in a division of 6 teams. This format provides optimal opportunity for new and unrated players to gain a 'starter ranking', which is a "beginner" incentive in place for those who are new to ranking competitions and applies automatically to CadetBCL and JuniorBCL. For details on 'starter events' and 'initial rankings' and how these differ, please refer to the Ranking Guidelines

Multiple teams from the same club should preferably be avoided in the same Division – though it is recognised that this is not always possible. Where this happens, the fixtures derived from the draw matrix shall be manually amended so that these teams play each other in the first fixture(s).

There is no season-to-season promotion/ relegation, and divisions are reconstituted annually.

It is critical for the Organiser to undertake a ranking process to form provisional divisions before Round 1 – this may be informed the preferences of the teams, by player ranking, an assessment of relative team strength, through feedback from local officials, a combination of these approaches, or by other methodology.

Organisers may take a variety of approaches for how divisions are run during the season, depending on the size and standard of the entrant teams. Some options include:

1. Promotion/ relegation following each round. The final round will decide the final placings
2. Promotion/ relegation during rounds 1 and 2. Subsequent rounds played within divisions to decide final placings
3. Rounds 1 and 2 played within divisions, with promotion/relegation after round 2. Subsequent rounds played within divisions to decide final placings
4. No promotion/ relegation during the season

If a club has multiple teams, and the promotion/ relegation applied to those teams means that they appear out of sequential order, then the naming conventions for those teams will be amended to reflect their relative positions in the league (eg 1, 2, 3 or A, B, C etc). Player registrations shall remain unchanged, but playing-up instances from previous rounds will be reset for affected teams at the same venue only (see 15. Team Playing Order)

Ideally a full playing day will be scheduled to conclude by 5pm, with a minimum 30mins practice time.

The majority of TTE members advise that an optimal competition day (start of registration to end of final game) should run for about 8 hours, with more members then preferring shorter days (6hrs) to longer (10hrs). Events shorter than 6hrs, or longer than 10hrs, should be avoided.

Please note that a standard number of fixtures cannot be guaranteed.

Girls' CadetBCL Pilot: as above

12. Fixture Generation
Different levels of support for creating fixtures exists with TT Leagues depending on the capacity of the organiser:

- at one end of the spectrum, organisers can manage each round completely manually, and then post-event, the identity of the teams are populated in each relevant division, the matches are created (teams, date, time), and the identity of each player and their match result is uploaded
- at the other end of the spectrum, teams can be pre-populated into divisions in order to draw and publicise fixtures in advance, and automatically generate matchcards for use on the day. If desired, organisers can also pre-populate players in order to generate names on the matchcards and against each singles match. Match results can then be added.

Either approach will create online league tables, online match results, online player statistics and also allows reports to be generated for ranking results.

Girls' CadetBCL Pilot: as above

13. Match Format – 11-up, best of 5

- (Preferred) 9 singles: A v X, B v Y, C v Z, B v X, A v Z, C v Y, B v Z, C v X, A v Y *or*
- 6 singles: A v Y, B v X, C v Z, A v X, C v Y, B v Z, *or*

Players ABC/XYZ must be declared on the matchcard from the club's registered players before the start of each team match.

Each day's play must aim to provide a minimum of nine individual matches per player for a three player team (or the equivalent if a team utilises 4 or more registered players) – this will maximise the opportunity for new players to gain a starter ranking. If required in order to effectively manage the length of day, it is advised that each division of 4 runs on 2.5, 2.66 or 3.0 tables to avoid overruns (eg 1.25, 1.33 or 1.5 per team).

Girls' CadetBCL Pilot: generally as above except Corbillon Cup system
- 4 singles and 1 doubles
- A team shall consist of 2, 3 or 4 players.
- Order of play: A v X, B v Y, Doubles, A v Y, B v X
- In the doubles, any pair of A, B, C plays any pair of X, Y, Z

Clubs/ coaches/ parents should please be aware of the number of matches a player may play in a single day, dependent on format; it is possible that some matches may be consecutive if played on two tables. If a club/ team feel that 9 matches in a day is too many for their players, then the team can opt to utilise 4 or more registered players over the course of the day's matches.

All team matches are played to final result (eg including any dead rubbers)

The match order may be varied by agreement of both team captains and the Referee if (eg) teams are playing short.

Please refer to Appendix A for Forfeits, Concedes and Walkovers.

Girls' CadetBCL Pilot: generally as above

14. League Positions – team order will be determined as follows:

- A point will be awarded for each individual match won within the team match
- Positions in the division will be determined by the number of matches won
- If two or more teams are equal on matches won, then their relative positions shall be determined by considering successively:
    1. the ratio of wins/ losses in games
    2. the ratio of for/ against in points

Girls' CadetBCL Pilot: as above

15. Team Playing Order - players will be registered for their club/ team in a ranking order at the discretion of their club.

In a 6 match format, players must play in team order; in a 9 match format, players within a team can play in any order but must remain in a consistent order for each round

Club/ team player ranking order will be managed via the online TT Leagues platform, for each team; this 'drag and drop' process will initially need to be completed before first fixtures, and can be updated after each round.

Additional players may be registered at any time (see also 10. above for eligibility); upon registering further players to a team, the team ranking order must be revised.

Players playing-up from one team to another must play in the lowest relative position(s). Players playing-up to a higher team for the equivalent of *1 day's team matches +1 further match*, on an accumulative basis, will become registered for the higher team. Players cannot play down to a lower team. No player can play against the same opposition team twice on the same day.

If a team has missing players on any day, they must play in ranking order from number 1. Matches with missing players will be forfeit.

Any player who plays out of designated order will forfeit the match result of any head-to-head match that would not have been part of the standard match format.

In the event that a club registers an additional team at the same venue after R1, R2 or R3, then registered players may be moved into the lower team at the discretion of the Committee. When this happens, players that move teams will be 'reset to zero' in terms of playing-up instances.

Girls' CadetBCL Pilot: generally as above except club/ team ranking order will not apply due to format (all plays all)

16. Officiating – the Organiser shall act as de facto Referee.

Matches are self-umpired by players, and the system is shown below with the umpiring player in red:

- 9 singles: A v X (C), B v Y (Z), C v Z (A), B v X (Y), A v Z (B), C v Y (X), B v Z (A), C v X (Y), A v Y (B)
- 6 singles: A v Y (C), B v X (Z), C v Z (Y), A v X (B), C v Y (A), B v Z (X)

All players should be suitably familiar with the basics of the game, including the rules for serving: Basic rules of the game - Table Tennis England,

Girls' CadetBCL Pilot: each singles/ doubles match should be umpired by a non-playing player, captain/ coach, parent or other volunteer

Clubs are encouraged to use local qualified umpires where possible, and to utilise volunteers and parents to coach, whilst avoiding conflicts of interest. There is a pathway for officiating if club volunteers and parents are interested in pursuing this opportunity, and also a pathway for coaching.

17. The Playing Area
The following individuals are authorised to be at the playing area and to give advice:

- All players registered to the club of that team (as per registration lists)
- Up to 4 non-playing Captains/ Coaches/ Parents (eg one per player in the match in question)

To assist club officials and parents, it may be helpful to state this information in any pre-event info that is sent to participants.

Girls' CadetBCL Pilot: as above

18. Matchcards – each host should archive the original hard-copy matchcards, signed on behalf of both teams. These will be required in the event that an issue arises, a result is queried, or TTE is required to identify the athlete support personnel (eg. coaches/ non-playing captains/ parents)

Girls' CadetBCL Pilot: as above

19. League Tables, Match Results & Player Statistics – results will be updated by the host venue and available on the TT Leagues platform. The target timeframe for this to happen is within one week; the final deadline is determined by the next ranking run, which may be sooner than one week if event takes place late in a calendar month.

Girls' CadetBCL Pilot: as above

20. Team Clothing – teams must wear appropriate sports attire of a colour other than white. Playing footwear shall be of a type that will not mark or damage the floor. No numbers are required to be worn.

Girls' CadetBCL Pilot: as above

21. Medals – Table Tennis England will provide Organisers with 1 set of 4 medals for every 3 teams at a particular Host. Medals will be allocated to finishing positions at the hosts discretion, in sets of 4, depending on the specific format used.

Hosts should advise clubs in advance of anticipated medals allocation to divisions and finishing positions, so this is clear and known, and keep clubs updated if this changes due to withdrawals/ additional entries/ reconfiguration of divisions.

Hosts and teams in agreed medal positions can purchase additional medals at their discretion.

Template certificate designs are also available to supplement the medal allocation at the hosts discretion.

Girls' CadetBCL Pilot: as above but allocation is in sets of 3

22. Ranking – the ranking weighting for CadetBCL and JuniorBCL events is 1.0x. Starter points apply. Please note restrictions on rankings for mixed gender matches. Further information can be found in the ranking guidelines

Girls' CadetBCL Pilot: generally as above except restrictions on mixed gender matches does not apply, and rankings applicable to singles matches only

23. Local Management & Contact – shall be the designated Organiser on behalf of the Host.

It is critical on-the-day that the organiser keeps things running on time. Organisers must be pro-active in getting players to table, managing knocking-up time, having the next players ready to immediately follow-on, and starting matches in a timely fashion.

It is viable and acceptable for one person to run and support a host venue. However, it is recommended that a 2nd volunteer, or small team of volunteers at each round, is helpful at all host venues to assist generally and to support timely score entry

Participant queries on points of process should be directed to the local organiser in the first instance.

Girls' CadetBCL Pilot: as above

24. National Management & contact – the National Club Leagues Committee will oversee delivery of the programme and will rule any points of interpretation.

Please note that these processes do not constitute regulations.

Notwithstanding the *Right of Appeal* and the *Customer Care & Complaints Policy* - in the event that a member has an unresolved query or issue regarding a decision of the Committee, then recourse in the first instance shall be to the Head of Competition & Events

Girls' CadetBCL Pilot: as above

25. Codes of Conduct, Safeguarding & other Policies – all hosts and participants should please be aware of applicable guidance and policies, which can be seen as follows:

- Information for Parents
- Policies & Procedures
- Safeguarding
- Codes of Conduct and Streaming/ Photography/ Social Media use

Please note that teams with U18 participants should be accompanied at all times by a responsible adult. Officials and Organisers of a competition do not take responsibility for or stand in loco parentis for any U18s.

Girls' CadetBCL Pilot: as above

26. Extenuating Circumstances - In exceptional circumstances, the Committee shall have power to take such action as it considers necessary

Girls' CadetBCL Pilot: as above

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Appendix A: Forfeits, Concedes and Walkovers

This details how forfeits, concedes and walkovers are applied in TT Leagues in respect of national league matches, including National Cadet & Junior Leagues.

Forfeit Team applies when a team is unable to play (eg due to a breach of rules or under sanctions, fails to turn up, or cannot start the match for another reason). All individual matches for all players are awarded to the non-defaulting side 11-0, 11-0, 11-0. These results do not count for player rankings or averages. A team forfeit is applied by using the 'ghost' icon ('Forfeit Match') at the top right-hand side of the online matchcard.

Forfeit Player applies when an individual player is unable to play (eg due to a breach of rules or under sanctions) does not turn up or cannot start the match – all of those players' individual matches and games sets are awarded to the non-defaulting side 11-0, 11-0, 11-0. These results do not count for player rankings or averages. A forfeit is applied by using the 'ghost' icon ('Forfeit Player') where the relevant Player is named in the team on the online matchcard (this cannot be done if the player is already named)

Walkover applies when a player who starts a match is not able to play in one or more or all individual matches sets, for instance usually due to injury, illness or failure to turn up – the games in the individual match(es) not played in are awarded to the non-defaulting side 11-0, 11-0, 11-0. These results do not count for player rankings or averages. A walkover is applied for <u>each</u> relevant <u>individual match</u> in the online matchcard, by clicking on the player name in order to access the 'Scratch Set' menu.

Concede applies when a player starts an individual match set but is not able to complete it (usually due to injury) – the games that have been completed are recorded on the score sheet as recorded on the system, but all games from the point of concession are awarded to the non-defaulting player 11-0. These results count for player rankings and averages. A concession is applied for <u>each</u> relevant <u>individual match</u> in the online matchcard, by clicking on the player name in order to access the 'Scratch Set' menu.