



## National Series Venue Tender Season '26/27

We are seeking club venues to host the National Series competition on the below dates.

1. 17-18 October 2026
2. 21-22 November 2026
3. 23-24 January 2027

No variations to dates are permitted.

The National Series will be played over 3 weekends with a projected 24-32 top ranked players within each of the Under 13s, Under 15s and Under 19s boys and girls age-groups. Play will be in groups of up to 8 players, with a promotion and relegation system between groups after each round, to provide a regular high-quality competition opportunity for the top ranked players in each GB youth age-group. The competition will be run on an invitation-only basis.

This is a competitive process, and will be assessed on cost, geography, facilities and any other relevant considerations. Please see p.32 of 'Tournaments Explained' [Tournament organiser - Table Tennis England](#) for 'added-value' factors.

Please contact [competitions@tabletennisengland.co.uk](mailto:competitions@tabletennisengland.co.uk) to discuss further.

### Organiser Requirements

The Organiser/ Host must appoint a dedicated match-day Organiser who cannot also be a coach, referee or umpire.

The Organiser/ Host shall appoint a minimum L1 qualified Referee, who cannot also be a coach, Organiser or umpire.

The Organiser/ Host shall appoint a minimum of one L1 umpire per two tables (ideally they shall appoint one L1 umpire per table). Volunteer expenses shall be paid in accordance with the Table Tennis England volunteer expenses policy.

The Organiser must enter all results via the spreadsheet provided by TTE, by the same weekend as the matches are completed.

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

If any yellow/red cards are issued by the qualified Umpires/ Referee, the Organiser must submit an OT3 Form (Misbehaviour) to [john\\_stalker@tiscali.co.uk](mailto:john_stalker@tiscali.co.uk).

The 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

### **Venue Requirements**

Venues under consideration must be able to hold a minimum of 8 tables

All hosts must conform to the standards detailed in [Annex A to the Regulations for Regulated Competitions](#) including minimum 10x5m courts (preferred 12x6m for Juniors) and consistent minimum 500lux lighting (preferred 1,000lux) at a minimum 3m height. Each host must confirm, with the use of a light meter, that the lux levels meet the requirements

All hosts must provide [ITTF approved equipment](#) (table, net) for all matches, and meet Playing Conditions as specified in the [National Series Regulations](#) including a 50-person minimum seating capacity for spectators

All hosts must have internet connectivity of appropriate strength and bandwidth

Please see National Series event documentation [National Series - Table Tennis England](#)

Please contact [competitions@tabletennisengland.co.uk](mailto:competitions@tabletennisengland.co.uk) with any queries



## Hosting Information

If your venue is interested in hosting the National Series, please advise your intention to tender and subsequently send a completed submission form to

[competitions@tabletennisengland.co.uk](mailto:competitions@tabletennisengland.co.uk)

### **Deadline: 15 June 2026**

Tenders will be assessed by the Competitions team during June 2026; Clubs will be notified of the decision as soon as possible thereafter, and no later than 29 June 2026.

- All venues must be able to accommodate a minimum of 8 tables
- Please see National Series event documentation here: [National Series - Table Tennis England](#)
- By submitting a response, organisers are confirming that they are able to commit to all relevant requirements including appointment of required officials
- All response fields must be completed

Detail required		Response
Host Name		
Venue Address		
Website		
Host contact name		
Contact email		
Contact telephone number		
TTE Club affiliation		
How many tables can your venue accommodate?		
Are there specific age groups that you would prefer to host?		
Competition Courts / Area	Length	
	Width	
	Height	
	Lighting	
	Flooring	
Equipment		
Do you have ITTF wheelchair compliant tables?		
Seating		
PA system		
Changing		
Toilets		
Catering/ Café		
Parking		
Accessibility		
Connectivity		

Any other key info	
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Summary of Costs	£/ per day	£/ per weekend	£/ per season (3 weekends)
Venue hire (inc. keyholder and/ or alarm contact if relevant)			
Organiser expenses (as per TTE policy)			
Referee expenses (as per TTE policy)			
Umpire's expenses (as per TTE policy)			
Catering/ refreshments			
Incidentals including printing etc.			
<b>Total</b>			
Any other key info			

<b>Host Signature:</b>	
<b>Role/Position</b>	
<b>Date:</b>	

**Please note:**

- *Official's expenses are strictly as per TTE expenses policy, and should include travel and accommodation (if applicable). Subsistence for food should only be included as part of expenses if not covered separately (eg as part of bulk catering arrangements). Subsistence amounts are maximum allowances and should be evidenced by receipts on request.*
- *It is appreciated that officials' travel/ accommodation costs are projections and may legitimately vary based on the circumstances of appointed individuals*
- *Other variations to tender costings are not permissible once agreed and host appointments are confirmed*

## **Notes & Guidance for Organisers**

1. *Each host venue should provide Table Tennis England with pre-event info, including directions, details of the organiser/ referee/ umpires (if applicable), venue access time, venue floorplan and facilities, availability of catering/ refreshments, parking, and any other relevant details.*
2. *The playing schedule will generally be 10:00 on Saturdays, and 09:00 on Sunday, with a minimum of 60 minutes practice time before the first matches of each day*
3. *The playing area shall be delineated by dark-coloured screens or surrounds, about 75cm high, along each end and with at least one screen at right angles to the end screens to indicate each corner of the playing area*
4. *The background shall be generally dark and shall not contain bright light sources nor daylight through uncovered windows. Sponsors banners and surrounds, if provided, shall be displayed*
5. *The floor shall be of hard, non-slippery wood or thermoplastic and shall not be white nor brightly reflecting*
6. *Each match table will require an umpire table, chair, scoreboard, clipboard and pen*
7. *A table (or two) will also be required in a prominent position for the Referees control area, and for score input*
8. *Individual table numbers must be displayed and visible*
9. *Matchcards will be provided by Table Tennis England via e-mail or alternately can be printed and mailed from the TTE office on request*
10. *Following each match, matchcards should be thoroughly checked to ensure all relevant details are completed, including the players names, coach (if applicable), and player ID#s, and are signed by the umpire.*
11. *Immediately after the event, all completed matchcards must be scanned and emailed to the Table Tennis England National Series Lead in case of query or protest.*
12. *Match balls will be sent to the organiser by either the supplier or Table Tennis England in advance of the start of the series*
13. *Once appointed, Organisers will receive a Purchase Order for the agreed tender cost of each weekend. Organisers are required to provide an invoice on headed paper following each weekend, detailing the relevant costs. All Officials expenses must follow the TTE volunteers' policy guidelines, but we do not require the claim forms themselves (please do not send them!)  
Your invoice should be submitted to TTE Finance [finance@tabletennisengland.co.uk](mailto:finance@tabletennisengland.co.uk) AND [competitions@tabletennisengland.co.uk](mailto:competitions@tabletennisengland.co.uk) within 2 weeks of the event.*