



GUIDELINES FOR TOURNAMENT ORGANISERS



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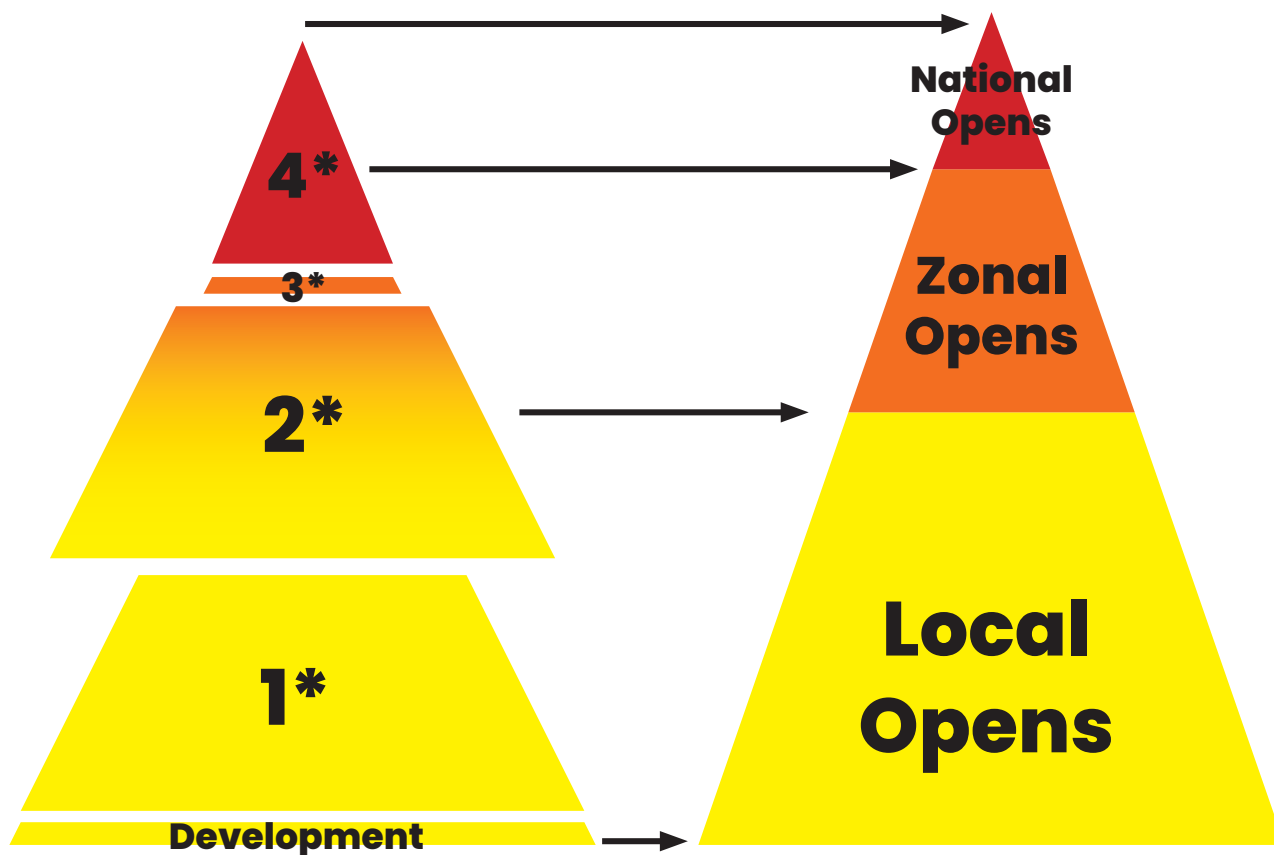
INTRODUCTION

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.

The National Competition Review will be partially introduced in the 2024-25 season, and subsequently fully implemented in 2025-26 (see table below).

Season 2024-25	Season 2025-26
<p>Partial Implementation</p> <ul style="list-style-type: none"> • Simple flat-rate levy for 1, 2 and 4-Star Open events • Concurrent activity at 1-Star and 2-Star levels • Club-delivered events expand into Senior 4-Star Open space (e.g. in lieu of Grands Prix) • Pilot for tournament sanctioning, entry/payment, event reconciliation and payment, and rankings upload • [If on the same date] One in two 1 Star Open Tournaments at all age groups will have a designated Women's and Girl's (W&G) category at the event to maximise competitor numbers and value. Similarly, one in two events at Cadet level will be designated to have U11/U13 categories • [If on the same date] Incentivise U11, W&G, U21/U23 competitions (and other priorities as they may emerge) by giving preference in local/regional/national opens 	<p>Full Implementation</p> <ul style="list-style-type: none"> • Change to Local Opens, Zonal Opens, and National Opens • Reduced officiating/physical requirements at lowest level of tiered open tournaments to make more cost-effective for organisers • Designated dates in annual calendar for each activity • Greater assurance of geographical spread and incentivisation of preferred formats and categories via quarterly allocation process • All Tiered Tournaments must use online sanctioning/entry platform, and must submit results in upload template • Create automatic qualification and leaderboard for Senior National Championships from Senior Open tournaments, using model established for Cadet/Junior 4 Star events. All Youth players, and all senior players outside top 10 ranking, must play at least 1 National Open event in last 3 for eligibility • Local Open tournaments can choose in advance whether to be ranking or non-ranking, at their discretion, in order to be more flexible/easily-deliverable (but 1 Stars can effectively do this vis 'Development' tier until this time) • Subsidise National Opens for youth and senior age-groups to enable high-quality environment for participant and to be cost-effective for organiser (envisaged as prize money events)

The National Competition Review will introduce a new tournament framework as from Season 25/26, as follows:



All current 1* competitions will naturally fit into the Local Open category. Current 2* competitions may become Local Opens or Zonal Opens depending on how they compare to the criteria laid out for each competition. Similarly, current 4* competitions may become Zonal Opens or National Opens.

Two key points are that: i) the competition opportunities themselves will not be lost, and ii) each tier will represent a meaningful step-up in size and standard – more tables, more players.

As you go up the pyramid there are naturally fewer but larger and better events.

Definitions of Tournaments and their Regulation/ Approval

- A1.1 A Regulated Competition is a competition authorised by Table Tennis England (TTE) or an Affiliated Organisation (such as a County or League), other than a competition organised by a directly affiliated club restricted to those of its members who are affiliated members of a single County Association.
- A1.2 Regulated competitions are classed as Category A and regulated by TTE unless either:
- A1.2.1 entries are only accepted from Affiliated Members of a single County Association, in which case the competition shall be classed as Category B and regulated by that County Association or
 - A1.2.2 entries are only accepted from Affiliated Members of a single Affiliated Organisation affiliated to a County Association (such as a League), in which case the competition shall be classed as Category C and regulated by that Affiliated Organisation
- B1.2 The Tournament Approval Panel (TAP) shall act as the Regulator for TTE for Category A Competitions (those which accept entries outside a single County Association). If there is any question whether a particular event falls under Category A then TAP, as the Category A Regulator, shall determine this.

Please contact the Tournament Approval Panel with any queries or for further guidance.



GENERAL INFORMATION

• Calendar Date Priorities (for season 2024-25 only)

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 50 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.

• Assessment process for Tournaments to be held in season 2025-26

For Local and Zonal tournaments to be held in season 2025-26 and beyond the assessment process will change from a rolling approach where all dates are 'valid opportunities', to a quarterly process for specific advance dates

Discussions with potential organisers of Youth and Senior (All-Ages) National Opens will commence in Aug-Sept of the preceding season, and proposals for Veterans Opens will be invited, when the national calendar is formed (hence 12-24 months in advance) An assessment process will follow provisional agreements.

The assessment process for Local/ Zonal Opens will be 5-8 months in advance of the event window; NOTE that because the specific advance dates will be introduced from 1 August 2025 (the start of the 2025-26 season) applications to run a tournament during the period August – October 2025, for the designated dates in the calendar, will be invited 5 or more months before August, with a closing date of the last day of February; applications will then be assessed by TAP in March.

There will still be opportunities to hold Local Opens on non-designated dates; applications for these can be submitted 2-4 months ahead of the quarterly calendar window, and will be assessed by TAP, as part of the normal assessment process.

The following table illustrates the process for designated and non-designated tournament date applications:

Deadline	Assess & Award	For designated dates (1st chance)	For designated dates (2nd chance) + Non-designated dates for local opens
End-Feb	March	Aug-Oct	May-July
End-May	June	Nov-Jan	Aug-Oct
End-Aug	Sept	Feb-Apr	Nov-Jan
End-Nov	Dec	May-July	Feb-Apr

(1) Applications for Local and Zonal Opens for DESIGNATED dates in the calendar in the period August – October will need to be submitted to TAP by the end of February, for assessment by TAP in March

(2) Applications for Local Opens for NON-DESIGNATED dates in the calendar in the period August – October will need to be submitted to TAP by the end of May, for assessment by TAP in June

• Number of Designated Event Dates (from Season 2025-26)

LOCAL – circa 10 designated event dates, depending on age groups; up to 10 events concurrent per event date

ZONAL – circa 5 designated event dates, depending on age group; up to 5 events concurrent per event date

NATIONAL – circa 3 specified event dates per year, depending on age group; events to stand alone in calendar

• Local Open Applications for Non-designated Calendar Dates (from season 2025-26)

Applications to run a Local Open on a non-designated calendar date can be made, as described above. These applications will require:

- written permission to hold the Event

- from the Secretary of your County Association (if possible)
- and from the Secretary of the County Association where the Event is to be held (if different from above) (if possible)
- Complete an OTI form (Application to run an Open Tournament) and submit to the Tournament Approval Panel (TAP)

- an OTI Application to run an Open Tournament

- Completion of the OTI 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 (Local Open), Compete Plus (Zonal and National Opens)
- Player eligibility should be checked via the Membership Department

OPEN TOURNAMENTS (For season 2024-25)

• Obtain written permission to hold the Event

- from the Secretary of your County Association (if possible)
- and from the Secretary of the County Association where the Event is to be held (if different from above) (if possible)
- Complete an OTI form (Application to run an Open Tournament) and submit to the Tournament Approval Panel (TAP)

• OTI Application to run an Open Tournament

- Completion of the OTI 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

LOCAL AND ZONAL OPEN AREAS EXPLAINED

The Local and Zonal Open areas are not defined, and will be considered independently on each designated/specified date to help ensure optimal geographical distribution

- Local Opens may be broadly NE, NW, E Mids, W Mids, E, SE, SW and London. The total number and their boundaries will be reactive to the quantity and location of potential event hosts – BUT no more than one event shall take place in each locale
- Zonal Opens may be broadly N, E, Midlands, S, W, or they may be East & Midlands, London & SE, SW, and N – AND no more than one event shall take place in each zone



ASSESSMENT PROCESS

- When two or more hosts apply for the same date in the same locale, the priority event will be determined by TAP at their discretion based on identified TTE priorities and the inherent properties of the venue/event. TTE priorities will be published and communicated to hosts, and may evolve over time, and may incorporate entry cost, venue and facilities, formats (e.g. inclusion of consolation events), as well as particular categories (e.g. age-groups and/or gender provision).
- Each assessment process will be independent of others, and success or not, in one, will not be taken into account for others
- A non-binding 'litmus test' based on travel time/driving distance will be applied by TAP at their discretion in order to maintain an appropriate degree of separation. As an illustration, tournaments may not usually be sanctioned within 1 hour/50 miles of each other for Local Opens, or 2 hours/100 miles of each other for Zonal Opens.
- The 'one in two' rule for designating a particular Local Open as a Women's and Girls' event, and similarly for Under 11/Under 13 categories at cadet level, will be applied by TAP at their discretion to Local Opens on the same date within the same area and relevant to the travel time/distance as described above.

• **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's 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 Levies**

Pay the Tournament Levies, to TTE no later than 7 days after the Event or by the ranking deadline date (whichever is sooner) (see the OT5 appropriate to your type of Event)

GUIDELINES FOR TOURNAMENT ORGANISERS

• **Player Membership of Table Tennis England**

- Local Opens: all players should have TTE Compete membership or be a member of another National Association in membership of the ITTF.
- Zonal Opens: all players should have TTE Compete Plus membership or be a member of another National Association in membership of the ITTF.

Previously, players who did not have the required level of TTE membership for a tournament were able to purchase a Single Competition Licence (SCL); this could be purchased from TTE either online, by telephone, or at the tournament itself; the SCL has been discontinued from the end of the 2023-24 season. The SCL has been REPLACED with a ONE TIME TOURNAMENT TOP-UP, and a ONE TIME TOURNAMENT PASS* (see the following section)

• **One Time Tournament Top-Up (Ottt) / One Time Tournament Pass (Ottp)***

- An entrant who is not a TTE member or is affiliated as a Supporter or Club Play Member, and wants to enter a Local Open or a Zonal Open, may apply to TTE for a One-Time Tournament Pass (OTTP)
- An entrant who is a TTE member with Compete membership and wants to enter a Zonal Open may apply to TTE for a One-Time Tournament Top-up (OTTT).

It is NOT possible to obtain this at the tournament: the OTTP or OTTT can be purchased through a Sport80 account. If the person does not already have a Sport 80 account they can register at <https://auth.sport80.com/register>

**the OTTP pass is anticipated to be available in Autumn '24*

• **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



REGULATED EVENTS COMMITMENTS

(For 1 Star, 2 Star, 3 Star and 4 Star Tournaments) Season 2024-25

See Regulations Part A: REGULATED COMPETITIONS and Regulations

PART B: TOURNAMENTS <https://www.tabletennisengland.co.uk/about-us/articles-and-regulations/>

	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
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

REGULATED EVENTS COMMITMENTS

(For Local, Zonal and National Tournaments) from Season 2025–26

	Local Open (Grade 1–2 in Regs)	Zonal Open (Grade 3 in Regs)	National Open (Grade 4 in Regs)
Membership requirement/ check	Compete	Compete Plus	Compete Plus
Ranking eligibility/ results submission	Flexible – yes or no	Yes	Yes
Ranking Weighting	1.25x	1.5x	1.75x (all except Senior) 2.0x (Senior only)
Tournament Levy due	Yes	Yes	Yes

Organiser qualification	Minimum TTE member	Minimum TO2	Minimum TO3
Referee qualification	Minimum Suitably experienced TTE member approved by TAP	Minimum L1 (TR)	Minimum L2 (NR)
Deputy Referee qualification	-	-	Minimum L1 (TR)
Umpire	Designated individual preferred	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 KO matches)
Organising Committee	Recommended	Required	Required
Entry commitment	-	-	Entry priority to top 30 ranked players and top 10 ranked Juniors at All-age events; to top 30 ranked Juniors and top 10 ranked cadets at Junior events; to top 30 ranked Cadets and top 10 ranked Under 13s at Cadet events.
Playing conditions & equipment	Minimum Requirement •8.5m x 4m x 3m high •300lux •ITTF approved balls •Surrounds at ends and corners <i>Grade 2 criteria preferred in all areas (9x4.5 x 3m high)</i>	Minimum Requirement •10m x 5m x 3m high •500lux •ITTF approved tables and balls •Surrounds at ends and corners	Minimum Requirement •12m x 6m x 4m high (Senior) •10m x 5m x 3m (all except Senior) •500lux •ITTF approved tables and nets •ITTF approved balls •Surrounds on all sides
Score Indicators	At least for finals	All matches	All matches
Programme	-	Recommended with individual match times	Recommended with individual match times
Finals	-	Clearly defined 'show table'	Clearly defined 'show table'; no adjacent play