



TABLE TENNIS ENGLAND

Planning a 1* Competition

Guidance for delivering a 1*
competition for new tournament
organisers

tabletennisengland.co.uk

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SELECT AN ORGANISING COMMITTEE

This will include a tournament organiser and referee.

Although a qualified referee isn't a requirement for a 1* competition, however it is advised as their experience and knowledge is extremely beneficial. Equally if the person acting as the referee is looking to get their qualification, this can be a great way for them to gain experience.



CONFIRM YOUR BUDGET

What will your income and expenditure look like? E.g. Income – entry fees, refreshments. Expenditure – levies, hall hire, trophies, equipment.



IDENTIFY DATES FOR YOUR COMPETITION

Make sure your proposed competition doesn't clash with other local or major national events. Ensure that your selected venue has availability too.



DO THE PAPERWORK

Get approval from your county – they will need to sign your [OT-1 form](#).

Email John Mackey with your proposed dates for approval. john.mackey1@btinternet.com

Once you have approval from John, you can send your OT-1 form to Gary Whyman for approval. g.p.whyman@btinternet.com

After your dates and OT-1 form are approved, you can then send your entry form across to Lyndon Griffiths for approval. lyndonitg@gmail.com



PROMOTE YOUR COMPETITION

Give yourself at least three months after approval to market your competition.

Create a poster, send it across to different clubs and share on social media. It is always helpful to have someone in your organising committee who is well connected with clubs/ those who are interested in playing competitions.



IDENTIFY VOLUNTEERS FOR YOUR COMPETITION.

Recruit volunteers who can help make the day run smoothly. E.g. volunteers to run a tuck shop, volunteers to help set up and set down, volunteers to umpire and volunteers to help register players in the morning.

FAQS

HOW DO I FIND A TOURNAMENT ORGANISER AND/OR REFEREE?

[Click here](#) to search for officials in your area.

WHAT ARE LEVIES?

Ranking Levies are fees that need to be paid per entrant into the competition to TTE to allow for the results to be uploaded onto the ranking system. This allows the players of the competition to gain their ranking points from the competition. These fees are required for the results to be inputted to the system for all competition levels from 1* and above.

WHERE DO I GET EQUIPMENT FROM?

To reduce costs of running a 1*, try and run your competition from a club venue that already has good quality equipment such as; nets, tables, barriers, umpire tables and scoring machines. It is important to note that each court must measure a minimum of 9 x 4.5m x 3m high, lighting must be a minimum of 300 lux and the balls must be 3* and ITTF approved. You will need to have this information at hand for completing the [OT-1 form](#).

IS THERE A TEMPLATE BUDGET SHEET THAT I CAN USE?

You can access the [template budget sheet here](#)

HOW DO I FIND OUT ABOUT OTHER COMPETITION DATES?

You can view the [competition calendar here](#)

WHAT ARE THE DIFFERENT ROLES OF THE COMPETITIONS COMMITTEE?

Tournament Dates: Contact John Mackey (Chairman) for outline approval

john.mackey1@btinternet.com

OT1 Application Forms: send to Gary Whyman g.p.whyman@btinternet.com

Entry form approval: send to Lyndon Griffiths lyndonltg@gmail.com

HOW DO I CREATE CONTENT TO PROMOTE MY COMPETITION?

Create a [poster](#) that includes the date, location, referee/ TO contact details and a link/QR code for the entry form. Email clubs with the competition information and ensure that you are persistent with posting on social media (on Facebook you can post in groups and tag clubs).

WHAT VOLUNTEER ROLES ARE NEEDED?

Set up and set down of the competition, umpires, registration, refreshments.

WHAT DO I NEED TO SUBMIT AFTER THE COMPETITION IS FINISHED?

Within two weeks of the event finishing, you will need to:

- Complete the [OT-5 form](#)
- Complete the [OT-3 form](#) if there was any misconduct to report
- Submit the results

These forms will need to be sent to rankings@tabletennisengland.co.uk.

Check with the competitions team to ensure that the forms are the most up to date method for submission.

