



## Preparing for Local competition Resumption

We will/have now moved back to stage 4 following the end of lockdown 2.0 on the 2<sup>nd</sup> December. Although, this does provide the opportunity for local 1\* competitions to start, due to Government guidance on maximum bubble sizes, this is only possible for over 18's in tier 1 areas and U18's or players with a disability in tiers 1, 2 or 3.

Local 1\* competitions must abide by the outlined guidance in this document and the Hygiene and Facility Guidance document, which can be found [here](#).

**The document is guidance for non-regulated competitions, but the contents and requirements have been agreed by TTE Board as an extension to regulatory requirements for regulated competitions permitted to take place at Stage IV (1\* events only). This applies to all parties (inc tournament organisers, players, officials etc)**

To enable competitive table tennis to resume safely at indoor venues, we have produced a set of requirements that can support local club competitions and 1\* competitions to start again safely.

When considering the guidance below, please refer back to at all times the main Hygiene and Facility Guidance document for more detailed guidance in relation to hygiene, social distancing and facility requirements, which can be found [here](#).

Following the recent Government announcement about tiered areas, please find below what this means for competitions.

Area of consideration	Tier 1 - Medium	Tier 2 - High	Tier 3 – Very high
Local competitions and 1*s for over 18's	Local competitions and 1*s can continue in tier 1 areas.  Local competitions and 1*s should not accept entries from players in tier 2 or 3 areas	No local competitions or 1*s should take place in a tier 2 area.  Players from tier 2 areas should not enter a competition in a tier 1 area	No local competitions or 1*s should take place in a tier 3 area.  Players from tier 3 areas should not enter a competition in a tier 1 area
Local competitions and 1*s for under 18's	Local competitions and 1*s can continue in all tier areas for U18's only. The exemption for under 18's now includes young people who were under 18 on 31 <sup>st</sup> August 2020, even if they turn 18 during the remainder of the academic year.  We recommend that any competitions in the under 18 age group, are run as 'under 18' events and not junior events, players therefore born on or after the 1 <sup>st</sup> September 2002 will unfortunately not be able to play in an 'under 18' event currently. Other age groups can continue as they would have done previously.  Larger bubble sizes are only possible if the size of the hall for the number of people present does not fall below the Government recommendations of 9.29m <sup>2</sup> of space per person, as detailed later in this document. The hall size is always the determining factor on the number of people that can be accommodated.		
Coach/volunteers	<ul style="list-style-type: none"> <li>Volunteer organisers can travel across tiers but should factor in Government advice for travel across tiered areas</li> </ul> <a href="https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know">https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know</a>		

<p><b>/parents and travel</b></p>	<ul style="list-style-type: none"> <li>• Players aged 18 or over should not travel for competition from a tier 2 or 3 area into a tier 1 area</li> <li>• Under 18's and parents can travel between tiers for organised sport but should consider Government advice for travel across tiered areas <a href="https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know">https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know</a></li> <li>• For those under the age of 18, there should be a maximum of one parent/guardian/carer, per child in the hall, which should be factored into the maximum number of people that can be accommodated in your hall (as outlined above and later in the document). Parents would not need to form part of a bubble size but must maintain social distancing at all times and wear a face mask at all times when in the building</li> <li>• There should be no coaching or coaches permitted at competitions</li> </ul>		
<p><b>Bars/cafes/restaurants</b></p>	<p>Bars, cafes and restaurants, including any food or drink facilities inside a clubhouse/leisure facility, can open in accordance with the latest government guidance. The hospitality areas selling food and drink (such as cafes and bars) must close between 11pm and 5am, with last orders at 10pm.</p> <p>The wider sports facility is not subject to the 11pm-5am closure restrictions.</p>	<p>Bars, cafes and restaurants must close unless they operate as if they were a restaurant. This means serving substantial meals, like a main lunchtime or evening meal. They may only serve alcohol as part of such a meal. The hospitality areas selling food and drink (such as cafes and bars) must close between 11pm and 5am, with last orders at 10pm.</p> <p>The wider sports facility is not subject to the 11pm-5am closure restrictions. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></p>	<p>Bars, cafes and restaurants selling food and drink (including alcohol) must close, but can sell food and non-alcoholic drinks through takeaway, click-and-collect, drive through or delivery. Businesses can only sell alcohol through click-and-collect, drive through and delivery to customers who order it in advance via phone, internet, mobile app or post.</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></p>

**Prior to confirming competition programme:**

<b>Competition requirement</b>	<b>Complete</b>
Check whether the local area being planned for the competition is in a local lockdown. If this is the case at any point the competition should be postponed/cancelled at all times.	
Appoint a 'hygiene/covid-19' officer to help monitor the playing environments to ensure guidelines are being adhered to. You can find a template role description for club/league Covid-19 officers <a href="#">here</a> .	

Court sizes must be a minimum of 9m X 4.5 m, with barriers surrounding each court, club template facility guidance can be found <a href="#">here</a> .	
Map out your facility to determine the number of tables and participants that can be accommodated to meet social distancing guidelines. There can be 3 people per table (if including the umpire/scorer), or 2 per table if not, plus 1 person per 9.29m <sup>2</sup> in the remainder of the competition floor (the remainder of the competition floor is any space in the playing hall that does not include the barriered playing court itself)	
<p>Things you will need to consider may include:</p> <ul style="list-style-type: none"> <li>• An understanding of the number of parents/carers that will be in the facility (this may impact on the number of participants that are able to safely be included)</li> </ul>	
Ensure you are able to access the appropriate number of additional equipment to maintain social distancing and hygiene requirements, i.e. barriers, chairs etc	
Any prospective new 1* events must apply via the Tournament Approval Panel (TAP) for approval, confirming that they can meet all mandated requirements within this document. Any 1* events that have already been approved by TAP, they must demonstrate that they meet these additional Covid-19 requirements	

**Pre event planning: continued on next page**

<b>Competition requirement</b>	<b>Complete</b>
Make yourselves familiar with the Table Tennis England and Government guidance and ensure appropriate steps are taken to ensure you abide by these recommendations.	
Carry out a risk assessment and method statement for the competition, templates can be found <a href="#">here</a> .	
Set up a cleaning checklist for use throughout the competition, a template can be found <a href="#">here</a> .	
Within your entry criteria, ensure players agree to operate within the Government and Table Tennis England Covid-19 guidance and sign up to a player's code of conduct (template document can be found later in this document) and the disciplinary procedures in place if breaches are made. You can find updated Covid-19 disciplinary procedures at the bottom of this page.	
<b>Entries from players aged 18 or over in tier 2 &amp; 3 areas should not be accepted at this stage</b> <a href="https://www.gov.uk/guidance/full-list-of-local-covid-alert-levels-by-area">https://www.gov.uk/guidance/full-list-of-local-covid-alert-levels-by-area</a>	
Your competition schedule must follow the latest Government guidance regarding bubbles of no more than six players for over 18's or bubbles of 15 for under 18's. Therefore, players must only play other players on a single day of competition that are in their bubble. A player cannot move bubbles during a single day of competition. An umpire can now be excluded from the bubble of six/fifteen, as long as maximum occupancy guidelines are still adhered to, therefore an umpire can operate outside a bubble of six, providing the guidance in this document is followed in relation to where the umpires table must be positioned.	
Bubbles of players, of any size, should keep to the same tables throughout the day and tables/equipment should be wiped down on a regular basis	
Determine how you will manage the flow of people into and out of your playing hall and any ancillary areas to ensure that maximum numbers as required for social distancing are not exceeded. Examples of some of the ways you could do this include: <ul style="list-style-type: none"> <li>• Dedicated volunteer/steward recording the number of people coming in and out</li> <li>• Use of a clicker to record</li> <li>• Wristbands provided for anyone that has been permitted to enter the hall</li> </ul>	
Within your entry criteria, ensure players agree to operate within the Government and Table Tennis England Covid-19 guidance and sign up to a player's code of conduct	
Collect contact details for all players/attendees at your competition to inform NHS track and trace, these details must be kept for 21 days, after which normal GDPR guidelines apply.	
Tournament Organisers should receive in writing confirmation from your facility that they are cleaning their facility in between different hirers (unless they have	



informed you that it is your responsibility). This can be a formal letter or just confirmation in an email, which is kept by the tournament organiser.	
Set a maximum number of people that can be accommodated in the areas outside of your playing courts. You can do this by measuring the leftover space and allowing one person per 100 sqft/9.29sqm of space, as per Government guidelines for indoor spaces.	
Ensure that at the entry to your venue the NHS Track and Trace app QR code information is printed. Get all visitors to scan the QR code when they arrive, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19). You can find out how to do this here <a href="https://www.gov.uk/create-coronavirus-qr-poster">https://www.gov.uk/create-coronavirus-qr-poster</a>	

### Additional competition requirements

- Any sanctioned 1\* events at stage 4 **will not be awarded ranking points** due to reduced opportunity for players across the country to access competition at this stage. A Ranking Levy will not be charged, though Tournament Levies (for organisers) and Membership requirements (for participants) are unchanged.
- Over 18 players should not travel out of a tier 2 or 3 area to play in a competition in a tier 1 area
- **No doubles play is permitted**
- **Arrival and finish times for players should be staggered** to ensure entry and exit points do not become congested and social distancing requirements are met.
- **Venue to be kept well ventilated**, with any ventilation system kept on and/or windows/doors remaining open wherever possible. Venues should aim to turn any ventilation on and open any windows or doors at least 30 minutes before player arrival. If a venue has no ventilation system or windows and doors that can be left open, this would be difficult to maintain air flow and air quality and a competition would not be permitted to run.
- Wherever possible, put in place a one-way system around your venue and playing space
- **No hand wiping** on table surface
- **No breathing on the ball**
- **Proper floor markings** are placed to maintain distance of 2m between people in the case of **queue formation** at the entrance to the venue or when 'checking in'
- Seats at the technical/tournament organisers desk should always be spaced at an absolute minimum of 2m at all times to ensure social distancing.
- No printed material to be made available (programme, schedule etc should all be online)
- No cash payments to be taken
- Players to be informed they should be self-sufficient with regards to hand sanitisation. However, there should be hand sanitisers available at all entry and exit points provided by the venue.
- **Players must maintain physical distance when moving during interval or breaks** after each game and changeovers.
- **Umpires** - We have conducted research into the length of time players come into close proximity of an umpire and this has proven to be an insignificant length of time and therefore umpires are able to operate within the below guidelines:
  - Umpires must be positioned **1.5m away from the table**
  - **Umpire can be outside the bubble of six/fifteen**

- To **remove the use of any scoreboards**, the cleaning down of which would become extremely challenging
- **Anti-bacterial wipes and gel to be available on the umpire's table**
- Pen used for scoring to be wiped down after use
- **Score sheets – Wherever possible, we recommend avoiding paper copies of information** and to look at alternative options for keeping track of results, some examples of which are below:
  - Set up a mobile phone number that the scores of each game can be text/whatsapp to, who can keep track of score
  - If using a paper copy for results at the table, use just one scoresheet and ensure that the pen is wiped down after and before use. Set up a safe and secure 'station' where the result sheet can be dropped off at away from the main control desk to ensure social distancing is maintained.
  - Avoid shouting scores across the table or hall, as raising of voices can lead to an increased risk of aerosol droplets being spread.
- **No spectators or coaches should be permitted**, unless accompanying children and vulnerable adults, this is to reduce the number of people present and to maintain bubbles of six/fifteen players.
- Face masks should be worn by all persons when not playing, unless they have an exemption that means they are not required to wear one, [please click here for more information](#).
- Individuals' to bring their own refreshments (unless operating a café area, under the Government guidance for serving food and drink, which can be found [here](#).)
- Players should **refer to Government guidelines with regards to using public transport or car sharing**, you can find more information [here](#).
- **Clean/wipe down balls after each match**, a two-ball rotation for each table could be implemented to keep matches flowing to allow one ball to be cleaned, whilst a new ball is used to start the next match.
- Have a designated player/tournament organiser that is responsible for any adjustments to the table/net playing space, avoid the number of people touching items such as the net.
- Any areas that a player may come into contact with during a match should be wiped down before the next players enter the court, such as barriers, sides/ends of the tables
- **No handshaking/slapping hands between players or players and umpire.**
- **Tournament organisers should avoid shouting/raising their voice throughout the competition, which increases the risk of aerosol droplets being released into the playing hall.** A microphone/speaker system should be used when call outs are required.
- **Changing rooms and showers are not to be used for showering or changing**, this should be done at home and players to arrive ready to play
- **Availability of handwashing amenities** with soap and water to be guaranteed
- **Wherever possible, create a one-way system around your venue**

### **Player/parent/carer/volunteer requirements**

- **Players to not attend any playing facility if they are having any symptoms** or have been in contact with someone who has tested positive for Covid-19, or are required to self-isolate following international travel, or develop any symptoms during the day
- **No doubles play permitted**
- **No hand wiping** on table surface
- **No breathing on the ball**
- Players should be self-sufficient with regards to hand sanitisation. However, there should be hand sanitisers available at all entry and exit points provided by the venue.



- **Players must maintain physical distance when moving during interval or breaks**  
after each game and changeovers.
- **No spectators or coaches should be permitted**, unless accompanying children and vulnerable adults, this is to reduce the number of people present and to maintain bubbles of six players for over 18's and fifteen for under 18's
- **Face masks should be worn by anyone when not playing**
- Individuals' to bring their own refreshments (unless operating a café area, under the Government guidance for serving food and drink, which can be found [here](#).)
- Players should **refer to Government guidelines with regards to using public transport or car sharing**, you can find more information [here](#).
- **No handshaking/slapping hands between players or players and umpire.**
- **Changing rooms and showers are not to be used for showering or changing**, this should be done at home and players to arrive ready to play
- **All players/volunteers should be encouraged to download the NHS Track and Trace app**

### Competition requirements checklist

Competition requirement	Complete
Player start and finish times are varied to avoid large numbers going through the entry point at any one time	
The venue has a ventilation system in place and/or windows or doors will be left open	
The competition will have no doubles play permitted	
<b>Floor markings</b> are placed to maintain distance of 2m between people in the case of <b>queue formation</b> at the entrance to the venue or when 'checking in'	
Seats at the technical/tournament organisers desk are spaced at an absolute minimum of 2m at all times to ensure social distancing	
No printed material is being made available; any programmes/draws should be online	
All payments being taken for competition entry are online (no cash payments)	
Players have been informed they should be self-sufficient with regards to hand sanitisation. However, there should be hand sanitisers available at all entry and exit points provided by the venue.	
Court sizes are a minimum of 9m X 4.5m	
The umpires chair/table is at least 1.5m distance away from the table	
A designated person has been established to manage any changes to net heights etc	
A system has been put in place to determine how balls will be cleaned/wiped down after each match	
A system has been put in place to determine who, how and when the tables/barriers will be wiped down	
Players have been informed that they must follow Government guidance with regards to public transport and car sharing, you can find more information <a href="#">here</a> .	
Players have been informed of all hygiene and social distancing protocols in place and some form of signage has been put up at the competition to remind players of these. Templates can be found <a href="#">here</a> .	
You have a method in place to avoid the tournament organiser shouting across the hall, increasing the risk of aerosol droplets being spread.	
<b>Availability of handwashing amenities</b> with soap and water are available and someone is checking these regularly throughout the day	



### **Players code of conduct**

A template players code of conduct has been developed for tournament organisers specifically relating to COVID-19 in the Ready to Return section of the Table Tennis England website. This includes key responsibilities for members, and outlines the responsibilities of the committee regarding COVID-19.

[Templates for clubs & coaches](#)

### **League/Competition COVID Penalties:**

#### **Spitting in court**

One point awarded to the opponent; unused points carried forward to the next game in an individual match

#### **Players wiping their hand(s) on the table**

One point awarded to the opponent; unused points carried forward to the next game in an individual match

#### **Players using saliva to clean their racket or ball**

Two points awarded to the opponent; unused points carried forward to the next game in an individual match

#### **Player cleaning table or racket with towel**

One point awarded to the opponent; unused point carried forward to the next game in an individual match

For further information and questions from organisers of 1\* events please contact Neil Rogers, Head of Competitions and Events on [neil.rogers@tabletennisengland.co.uk](mailto:neil.rogers@tabletennisengland.co.uk).