



Notes on completing Table Tennis England Form OT 1

The numbers refer to the corresponding sections of the first page.

- 1 This is the name by which the tournament is to be known. If the Star rating is not included in the title, it must be prominently shown on the front cover of the Entry Form.
- 4 If the venue is not definitely known at this stage, no firm arrangements will be made.
- 10 Actual measurements/numbers are required for items (a), (b), (g) and (h)
- 11/12 If the name of the Referee or Deputy Referee (where required) is not stated, the date will at best be 'pencilled in' on the Calendar. The Referee for a 4 Star event **must** be at least a Level 2 (National) Referee.
- 14 This must be a Body or individual affiliated to Table Tennis England.

Please Note:

If the venue is in the area of jurisdiction of a County Association other than that to which the promoting body is affiliated, you must inform that other County Association of the venue and dates of the Tournament, and remind its General Secretary to write to Table Tennis England indicating whether or not that other Association approves.

It is the responsibility of the Tournament Organiser to submit the Form for approval to the County Association to which the promoting body is affiliated **before** the application is sent to the appropriate Tournament Approval Panel committee member.

Important:

- If you wish to change the date of your Tournament after your application has been approved by your County Association, Table Tennis England will need to obtain your County's views on the change - a process that will delay the granting of permission to run the Tournament.
- Make sure that you have read and understood the Table Tennis England Tournament Regulations for the grade of Tournament you are intending to run.
- If any information is omitted from the Application Form, the Table Tennis England Tournament Approval Panel reserves the right to grant only provisional permission until all the necessary information has been supplied.

A hard copy, or emailed copy (including copy of County Secretary approval of the Event), of the completed Application Form for 1 Star events and above must be returned to Tournament

Approval Panel committee member Stuart Sherlock

Email: ssherlock212@hotmail.co.uk

(see next page)



Application to run the Tournament

- I apply on behalf of (promoting body) for permission to run the above-named Tournament.
- I agree to pay to Table Tennis England the amount of the Tournament Levy and the Ranking Scheme Levy due under the Table Tennis England Tournament Regulations based on the number of players entering the Tournament and its various events.
- I also agree to pay to Table Tennis England Ltd any Player Licence fees collected through the entry fee.
- I undertake to ensure in advance of the Tournament, by checking with Table Tennis England Membership Department, that all entrants have current membership and the correct type of membership.
- I undertake to submit event results to the Table Tennis England Ranking 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. I acknowledge the importance of doing this to enable ranking points from the event to be added at the earliest opportunity.
- I undertake that the Tournament will be organised and run in accordance with current Table Tennis England Regulations.
- I have informed County Table Tennis Association because the venue is in its area of jurisdiction.
- Date submitted to County Association

Signed by Tournament Organiser:

Date:

County Association Approval

I confirm that County Association has approved this application.

Signed by County General Secretary:

Date: