

Notice of Intention and Application to Run an Open Tournament

To be submitted by the Organiser, who must be affiliated to Table Tennis England Ltd.

Important: Please read the attached notes carefully before completing **both sides** of this form.

1 Full Name of Tournament:

2 Star Grade:

3 Date(s) of Tournament:

4 Venue:

Address:

Post Code:

5 Junior / Senior / Veterans:

6 Events: (Sat)

7 Events: (Sun)

8 Person to receive entries:

Address:

9 Closing date:

10 Playing Conditions:

(a) Size(s) of courts:

(b) Number of tables to be used:

(c) Make of tables to be used:

(d) Make, grade and colour of balls to be used:

(e) Type of floor:

(f) Whether lighting over each table or general only:

(g) Minimum height from floor of lighting over table:

(h) Type of lighting:

11 Name and qualification of Referee:

12 Name and qualification of Deputy Referee:

13 Tournament Organiser's name:

Tel. No.:

Address:

Email Address:

14 Promoting Body:

(Turn Over)

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 Ltd the amount of the Tournament Levy and the Ranking Scheme Levy due under the Table Tennis England Ltd 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 that the Tournament will be organised and run in accordance with current Table Tennis England Ltd 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:

Notes on completing Table Tennis England Form OT1

The numbers refer to the corresponding sections of the attached application form.

- 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 distances are required for items (a), (b) 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 3-star or higher status event **must** be at least a National Referee.
- 14 This must be a body or individual affiliated to Table Tennis England Ltd.

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 Ltd 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 Secretary of the Tournaments Committee.

Important:

- ❖ If you wish to change the date of your Tournament after your application has been approved by your County Association, Table Tennis England Ltd 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 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 Tournaments Committee reserves the right to grant only provisional permission until all the necessary information has been supplied.

A Hard copy of the completed application form for 1-Star and above must be returned to the Tournaments Committee Secretary by 31st March for your Tournament to be included in the Calendar and Diary for the following season.