

Guidance Notes for Tournament Organisers

- 1 Applications for permission to run Open Star Graded Tournaments in the following season must be made to the Tournaments Committee Secretary not later than 31st March using Form OT 1. No tournament will be entered on the Table Tennis England Calendar until the Tournaments Committee Secretary can submit a fully completed and approved Form OT 1 to the Chairman of the Calendar Working Party. Permission to run a Development Tournament must be made to The Tournament Committee Secretary at least four weeks prior to the date required using Form OT1. Development Tournaments will not be entered on the Table Tennis England Calendar.
- 2 It is usually advisable to discuss possible dates with the Tournaments Committee Secretary before submitting a formal application, so that a suitable date can be chosen within an increasingly crowded tournament calendar.
- 3 The application (Form OT 1) must be countersigned by the General Secretary of your County Association before it is submitted. You must inform your County Association if you propose to change the date of your tournament after the Form OT 1 has been countersigned.
- 4 If the Tournament venue is in the area of jurisdiction of another County Association, you must inform that County Association of the proposed date and venue of the Tournament at the same time as you send the OT 1 to your own County Association.
- 5 **Entry Form:** You must submit **two** copies of the draft of your Entry Form by post or email an electronic copy to the Tournaments Committee Entry Form Checker for approval **at least two weeks** before you need to send it to the printer. The Entry Form must contain all the items listed in the Entry Form Check List (Form OT 2). The draft will be checked and you will be either emailed or one copy returned to you by post with details of any alterations needed.
- 6 As soon as your Entry Form has been printed, you must send **four** copies by post or email an electronic copy to the Tournaments Committee Entry Form Checker.
- 7 **Draw:** Make sure you have the most recent Rating List available for your Referee.
- 8 Within 14 days **after** the last day of the Tournament you must send:
 - ❖ **To the Table Tennis England Headquarters Office:**
 - (a) A record of the number of entries and winners and runners-up in each event (Forms OT 4J, 4S or GP)
 - (b) Two copies of any programme produced
 - (c) A fully made up draw sheet for each event showing scores
 - (d) The Players' Levy Remittance Form (Form OT 5J, 5S or 5GP) with a payment for the appropriate amount for the Players' Levy.
 - (e) Completed Entry Forms.
- 9 Within 14 days **after** the last day of the Tournament you must send:
 - ❖ **To the Tournaments Committee Chairman:**
Misconduct Report (Form OT 3) if appropriate.