

USA Table Tennis

Tournament Guide



2016

Published by
USA Table Tennis

USA Table Tennis, 4065 Sinton Road, Colorado Springs, CO 80907
(719) 866-4583 usatt.org

Table of Contents

1	Introduction
2	Tournament Design
3	Tournament Sanction
4	Duties of Officials and Playing Conditions
5	Tournament Preparation
6	Draw Procedures, Elimination Events
7	Round Robin Competition
8	Team Competition
9	Time Scheduling
10	Computer Operations
11	Tournament Operations
12	Major Tournaments
13	Tournament Reports
14	Appendices A, B, and C
15	Appendix D – Sample Entry Blanks

Table of Contents

i	Forward
i-1	Table of contents
1-1	Chapter 1 – Introduction
1-1	1. General
1-1	2. References
1-1	3. Geographical Organization
1-2	4. Types of Tournaments
1-2	5. Planning Schedule (chart)
1-2	6. Sanction Procedures
1-2	7. Tournament Year
1-2	8. Events Limited by Age
1-2	9. Membership Requirements
1-3	10. Entry Fees
1-3	11. Refund Policy
1-3	12. Prize Money & Olympic Eligibility
1-3	13. Prize Money Distribution
1-4	Sample Policy: Prize Distribution
1-5	14. Tournament Cancellation
2-1	Chapter 2 – Tournament Design
2-1	1. General
2-1	2. Match Length
2-1	3. Use of Time & Tables Available
2-1	4. Scheduling Considerations
2-1	5. Time Available
2-1	6. Scheduling Events
2-2	7. Tournament Format
2-3	8. Rating Doubles
2-3	9. Paralympic Events
2-4	10. Elimination Formats (See Chapter 6)
2-4	11. Round Robin Formats (See Chapter 7)
2-4	12. Sample Team Formats (See Chapter 8)
2-4	13. Time Scheduling
2-4	14. Voluntary Matches Prohibited
2-4	Chart - Number of Matches in Elimination Formats
3-1	Chapter 3 – Tournament Sanction
3-1	1. General
3-1	2. Requirements for Sanction
3-1	3. Sanctioning Officials
3-1	4. Star Ratings
3-2	5. Major Tournaments
3-2	6. Open Tournaments
3-2	7. Closed Tournaments
3-3	8. Invitational Tournaments
3-3	9. Multi-year Sanctions
3-3	10. Organizations Who May Apply for Sanction
3-3	11. Rights & Responsibilities of the Sponsoring Organization

Table of Contents

3-4	12. Sanctioning Procedure
3-4	13. Entry Blank
3-5	Entry Blank – Atlanta Tournament
3-7	Form – Tournament Sanction Checklist
3-9	Form – Tournament Sanction Request
3-13	FAQ for USATT Star Table
4-1	Chapter 4 – Duties of Officials & Playing Conditions
4-1	1. General
4-1	2. Umpires
4-1	3. Referees
4-1	4. Referee Requirements
4-2	5. Referee Responsibilities
4-3	6. Chief Umpire (ChU)
4-3	7. Disruptive Players or Spectators
4-3	8. Guidance to Referees (Precedents)
4-5	9. Hard Bat Competition
4-5	10. Umpire Requirements
4-6	11. Point Penalty System (PPS)
4-7	12. Continuity of Play
4-8	13. Racket Control
4-8	14. Playing Conditions
4-9	15. Medical Emergencies
5-1	Chapter 5 – Tournament Preparation
5-1	1. General
5-1	2. Tournament Committee
5-1	3. Type and Date of Tournament
5-1	4. Promotion
5-1	5. Commercial Sponsorship
5-1	6. Venue
5-2	7. Entry Blank
5-2	8. Awards
5-2	9. Equipment
5-2	10. Receipt of Entries
5-2	11. Draw
5-3	12. Setting Up
5-4	Form – Sample Equipment List
6-1	Chapter 6 – Draw Procedures, Elimination Events
6-1	1. General
6-1	2. Preparation
6-1	3. Computer Programs
6-1	4. Seeding
6-2	5. Geographical Separation
6-2	6. Draw Sheets
6-2	7. Draw for Single Elimination Events
6-3	8. Draw for Double Elimination Events
6-3	9. Draw for Progressive Elimination Events

Table of Contents

6-3	10. Draw for Combined Events
6-3	11. Handicap Competition
6-3	12. Alterations to the Draw
6-4	13. Match Cards
6-5	Chart – Sample Rating List
6-5	14. New Players
6-6	15. Avoiding Multiple First Round Matches Between the Same Players
6-7	Chart – Handicaps for 21 & 31 Point Games
6-8	Chart – Handicaps for 41 Point Game
6-9	Chart – Handicaps for 51 Point Game
6-10	Chart – Seeds & Byes, 8 & 16 Player Single Elimination
6-11	Chart – Seeds & Byes, 32 Player Single Elimination
6-12	Chart – Seeds & Byes, 64 Player Single Elimination
6-13	Chart – Double Elimination 8 & 4 Player Format
6-14	Chart – Double Elimination 16 Player Format
6-15	Chart – Progressive Elimination 8 Player Format
6-16	Chart – Progressive Elimination 16 Player Format
6-18	Form – Sample Match Card x 4
6-19	Form – Sample Match Card - Full Sheet Best of 5
6-20	Form – Sample Match Card - Full Sheet Best of 7
7-1	Chapter 7 – Round Robin Competition
7-1	1. General
7-1	2. Format
7-1	3. Event Scheduling
7-2	4. Group Size
7-2	5. Unrated Players
7-2	6. Giant Round Robin
7-3	Chart Options for Multiple RR Competitions
7-4	7. Extra Tables
7-4	8. Match Scheduling
7-5	9. Draw Procedures
7-7	10. Draw for Single Elimination Followed by Round Robin Play
7-8	11. Alterations to the Draw
7-8	12. Match Cards
7-8	13. Control of Play
7-8	14. Match Schedule for Players
7-8	15. Tie Breaking Procedures
7-9	Chart – Example 7-6 RR Tie Breaking Procedure
7-11	Chart – Example 7-7 RR Tie Breaking Procedure
7-13	Chart – Example 7-8 RR Tie Breaking Procedure
7-14	16. Group Format
7-15	Chart – Round Robin Planning Factors
7-16	Chart – Round Robin Match Sequence (1 player advance)
7-17	Chart – Round Robin Match Sequence (2 players advance)
8-1	Chapter 8 – Team Competition

Table of Contents

8-1	1. General
8-1	2. Team Match Sheet
8-1	3. Team Size
8-1	4. Format
8-2	5. Sample Team Formats
8-2	6. Revisions to a Planned and Announced Format
8-2	7. Seeding
8-3	8. Draw
8-3	9. Teams Meeting More Than Once
8-3	10. Time and Tables Required
8-3	11. Schedule
8-3	12. Balls
8-3	13. Entry Blank
8-3	14. Method of Play, 2 Players (4 Singles, 1 Doubles)
8-5	15. Method of Play, 3 Players (5 Singles Matches)
8-5	16. Method of Play, 3 Players (4 Singles, 1 Doubles)(Olympic)
8-6	17. Method of Play, 3 Players (6 Singles, 1 Doubles)
8-6	18. Method of Play, 3 Players (9 Singles Matches)
8-7	19. Matches and Ratings
8-7	20. Frequently Asked Questions
8-7	21. Recording Results
8-9	Form – Match Sheet, 2 Player Teams
8-10	Form – Match Sheet, 3 Player Teams (5 Matches) World Team Format
8-11	Form – Match Sheet, 3 Player Teams (5 Matches)(Olympic Format)
8-12	Form – Match Sheet, 3 Player Teams (7 Matches)
8-13	Form – Match Sheet, 3 Player Teams (9 Matches)
9-1	Chapter 9 – Time Scheduling
9-1	1. General
9-1	2. Concept of Scheduling
9-1	3. Procedures
9-1	4. Sample Time Schedule
9-3	Chart - Sample Time Schedule
10-1	Chapter 10 – Computer Operations
10-1	1. General
10-1	2. Recognized Computer Programs
10-1	3. Other Computer Programs
10-1	4. Computer Files on Disk
10-1	5. Ratings
10-1	6. USATT Forms
10-1	7. Elimination Drawsheets
10-1	8. Round Robin Drawsheets 5 game matches
10-2	9. Round Robin Drawsheets 7 game matches
10-2	10. Round Robin Reporting Sheets
10-3	11. Match Cards
10-3	12. Team Match Sheets
10-3	13. Liability Waiver

Table of Contents

10-3	14. Tournament Reporting
	Folder - Downloadable files
11-1	Chapter 11 – Tournament Operations
11-1	1. General
11-1	2. Player Registration
11-1	3. Control Desk and Operations Crew
11-2	Diagram – Control Desk
11-2	Diagram – Control Sheet
11-2	4. Control Forms
11-3	5. Control of Play
11-4	6. Recording Results
11-4	7. Pitfalls to Avoid
11-5	Form – Round Robin Reporting Sheet
12-1	Chapter 12 – Major Tournaments
12-1	1. General
12-1	2. Tournament Calendar
12-1	3. Referee Requirements By Tournament
12-1	4. Time Scheduling
12-1	5. Doubles Entries
12-1	6. Equipment Displays
12-1	7. Facilities and Equipment
12-2	8. Draws
12-2	9. Racket Control
12-2	U.S. Open Championships and U.S. National Championships
12-2	10. (Closed)
12-3	11. U.S. Open Championships
12-3	12. U.S. National Championships (Closed)
13-1	Chapter 13 – Tournament Reports
13-1	1. General
13-1	2. Report Format
13-1	3. Report Deadline
13-1	4. Ratings Report
13-2	5. Membership Report
13-2	6. Tournament Pass
13-2	7. Tournament Report to USATT Headquarters
13-3	8. Electronic Reporting
13-3	9. Report to the Sponsoring Club
13-3	10. Article for Publication on the Web
13-4	Chart – Sample Rating List
13-5	Form – Completed Tournament Report
13-6	Form – Waiver of Liability
13-7	Form – Completed Draw Sheet, Single Elimination
13-8	Form – Completed Draw Sheet, Double Elimination
13-9	Form – Completed Draw Sheet, RR 4x2/Elimination
13-10	Form – Completed Draw Sheet, Progressive Elimination
13-12	Form – Completed Team Match Sheet, 2 Player Teams

Table of Contents

13–13	Form – Completed Team Match Sheet, 3 Player Teams, 9 Matches
13–14	Form – Completed Team Match Sheet, 3 Player Teams, Olympic Format
Appendix A	USATT Fee Schedule
Appendix B	The USATT Ratingd Processing System
Appendix C	Tips for getting Commercial Sponsorship
Appendix D	Sample Entry Blanks



Forward

April 20, 2016

This Guide has been prepared to provide answers to some of the many questions that arise in planning and conducting tournaments. Procedures in this Guide are consistent with those prescribed by the International Table Tennis Federation (ITTF) and USA Table Tennis (USATT). It provides official policy for the conduct of tournaments.

The USATT sanctions tournaments based on the assurance that they will be conducted in accordance with the policies in this Guide. A player participating in a sanctioned tournament has the right to expect that only USATT approved equipment will be used; the playing conditions will be excellent; the draws will be conducted fairly and the results will be reported promptly.

In this edition all changes are related to the establishment of a free Associate Membership, elimination of the processing (rating fee) and authorization of tournament passes at @ \$20 for each tournament except the US Open and Nationals where the tournament pass is \$25 for each tournament

All pages have T.G. 2016 in the footers.

Paragraphs containing significant differences from the previous edition are indicated by a line at the left of the paragraph. *The specific change is indicated in italics.* If there is no material in italics, it indicates that information was deleted.

The only significant changes in this edition are the requirement to include USATT numbers for all players on all draw sheets and changes in membership fees.

This Tournament Guide is most effective as a reference if placed in a three-ring notebook, using an Avery 15 tab set.

Fees may be changed by the USATT Board of Directors at any time. The Guide contains correct fees as of the publication date.

The Tournament Guide is also available on the USATT web site, including downloadable forms in PDF, Excel and Word formats. Forms have been updated to conform to changes.

I welcome your comments on techniques and formats used in your tournaments and any suggestions for improving this Tournament Guide. Please send your comments to USATT Headquarters.

Wendell Dillon

Wendell Dillon, IR
Editor

Chapter 1 – Introduction

1. General. This manual is designed to serve as a guide for the promotion, conduct, and reporting of USATT sanctioned table tennis tournaments.

2. References. The following references are available from USATT Headquarters as shown in "the USATT National Publication".

2.a. ITTF Handbook. Contains rules and regulations for table tennis, World Championships and other major international competitions.

2.b. ITTF Rules Pamphlet. A pocket size manual containing extracts from the ITTF Handbook covering the Laws of Table Tennis, and Regulations for International Competition.

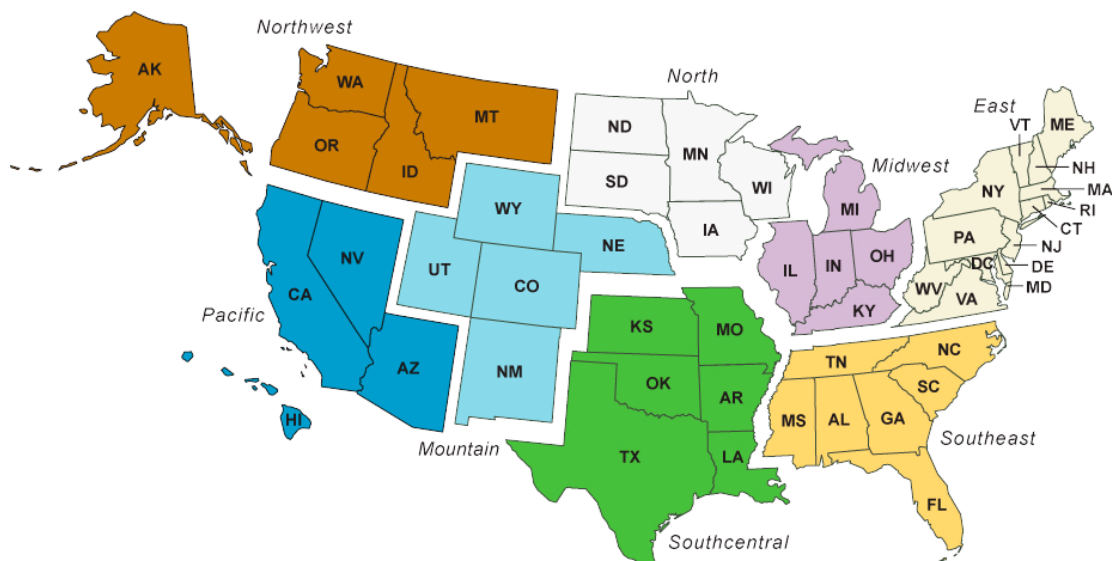
2.c. ITTF Handbook for Match Officials. Provides guidance to referees and umpires on the conduct of their respective

duties. The USATT has adopted this handbook as official guidance for match officials in lieu of publishing a separate USATT referees' and umpires' manual.

2.d. ITTF Handbook for Tournament Referees. Provides more specific guidance to referees. It is intended to be used in conjunction with the Handbook for Match Officials.

3. Geographic Organization. The USATT is divided into eight tournament regions as indicated below. Each region has a regional sanctioning coordinator to assist tournament sponsors.

3.a. List of Regions and included states:



East: CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VA. VT, WV,
Midwest: MI, IL, IN, OH, KY.
Mountain: WY, NE, UT, CO, NM.
North: ND, SD, MN, WI, IA.

Northwest: AK, WA, ID, MT, OR,
Pacific: HI, CA, NV, AZ.
South Central: KS, MO, OK, AR, TX, LA.
Southeast: TN, NC, SC, MS, AL, GA, FL.

3.b. Regional Sanctioning Coordinators are charged with increasing the number of tournaments within their regions

and ensuring that tournaments maintain the high standards appropriate for USATT sanction. They accomplish these

responsibilities primarily by advising tournament sponsors and by attending tournaments to get and remain familiar with tournament sponsors and players.

4. Types Of Tournaments. Tournaments are classified as Open, Closed, or Invitational. Open tournaments are open to any USATT member or member of another national association affiliated with the ITTF. Closed

tournaments are limited to players in a specific area or organization as specified in the entry blank. Invitational tournaments are limited to players specifically invited.

5. Planning Schedule. The following chart is a good guide for what needs to be done when. This schedule is appropriate for One & Two Star tournaments. Major tournaments will require earlier pre-event times.

Action	When to arrange
Confirm playing site and tournament date	1 year – 6 months
Get commercial sponsorship	1 year – 6 months
Identify tournament committee members	4 – 3 months
Request sanction, get mailing labels	6 – 2 months
Print entry blank	After sanction
Arrange for awards/trophies	8 – 6 weeks
Mail entry blanks	6 – 4 weeks
Entry deadline	NLT 2 days before draw
Make the draws	3 days (Wed for Sat event)
Tournament reports	1 day – 1 week after

6. Sanction Procedures. All tournaments must be sanctioned by the USATT. Requirements and detailed procedures are provided in Chapter 3 – Tournament Sanction.

7. Tournament Year. The USATT tournament year runs from September through August. Any annual requirements are based on the September – August year unless otherwise specified.

8. Events Limited By Age:

8.a. Junior events: A player's age on the first day of a tournament will determine eligibility for all junior events in that tournament. Under 18 (listed as –18), under 16 (–16), under 14 (–14), under 12 (–12), under 10 (–10). These events may be listed as: Juniors –18 or Boys –18, Girls –18 depending on whether or not you want to separate boys and girls. A player may play in an –18 event until his 18th birthday (if the 18th birthday falls on the first day of the tournament the player is eligible for the event).

8.b. Senior events: The age as of the end of the calendar year will determine the eligibility for all senior events in all tournaments during that year. Seniors over 40 (40+), Esquires 50+, Senior Esquires 60+, Veterans 70+. If a player is 40 by Dec 31 of that year he is eligible for that event.

9. Membership Requirements. All players in a sanctioned tournament must be USATT members except:

9.a. Members of other national associations affiliated with the ITTF provided they can show current membership in their association.

9.b. *A Tournament Pass is available to players who are not members of the USATT or whose membership has expired. Players with tournament passes become associate members.*

9.c. Players in Novice or Junior events in state or city championships if not submitted for ratings.

10. Entry Fees. Fees are set to cover the costs of running the tournament and should provide a reasonable amount of play for the cost to the player. Tournament entry fees can be used to help support a program, such as a school or college team, or to support a charity.

11. Refund Policy. Each tournament sponsor should establish a policy on the refund of entry fees for players who enter but do not play. The policy should be in place before the tournament.

Sample Policy: (NOTE: This policy is not binding on any sponsor)

11.a. Player withdrawing before the entry deadline – full refund.

11.b. Player entering by mail on time and withdrawing before the day of the tournament (or before draws are completed) (specify) – full refund.

11.c. Player entering by phone and withdrawing before tournament day – refund less \$5.00 processing fee. There is no requirement to accept phone entries.

11.d. Player defaulting without notifying the sponsor – refund less \$5.00 (less \$10 if phone entry). No refund will be made unless the player requests it in writing. Any refund to a defaulting player is at the discretion of the tournament committee. A refund to such a player normally will not be made if the tournament is losing money or refunding fees would cause a loss.

12. Prize Money and Olympic Eligibility. The International Olympic Committee (IOC) has passed the responsibility to the ITTF to determine eligibility requirements for table tennis participation in the Olympic Games. The ITTF has determined that for table tennis, the Olympics will be considered Open to both amateur and professional players without distinction.

13. Prize Money Distribution. Cash awards can be used to attract players to a tournament and, as in other sports, reward excellence.

13.a Cash distribution by events. There are two theories on distribution of prize money; each has merit.

13.a.1. There are very few players in the U.S. that are good enough to earn a living in the sport. Prize money should be concentrated in the championship events to give these professionals priority; to separate professionals from amateurs; and to add prestige to the sport by publicizing the players' winnings.

13.a.2. Prize money comes from entry fees. Players in the "class" events should have the opportunity to compete for money because it's their money supporting the tournament. Although these players cannot earn a living playing the sport they can, if successful in a tournament, break even on their expenses.

13.b. Any cash prize offered in the entry blank must be paid with the exceptions listed below.. Prizes may be increased based on the size of the draw but never reduced. **Failure to pay advertised cash prizes may be grounds for denial of sanction for future tournaments and/or other official disciplinary action.** If uncertain of the amount of money to be collected in entry fees, the entry blank should advertise only those prizes that can be paid with the smallest reasonable number of entries. In major tournaments, championship events and age limit events cannot be canceled if there are at least four entries in the event. Exceptions:

13.b.1. Money for an event that is canceled because of insufficient entries.

13.b.2 Prize money will NOT be paid for no-shows, splits, dumping or defaults (except for legitimate cases of injury or illness).

13.c. A practice that some sponsors use is to award a percentage of the entry fees for the event as prizes. e.g. Championship Singles 80% of entry fees, split 60/40 between 1st & 2nd places. This has the advantage of minimizing the chances for losing money. The

disadvantages are that more players may enter if they know the prize money; and it minimizes the financial gain if you have a large entry.

Sample Policy – Prize Distribution

(NOTE: This policy is not binding on any sponsor)

13.d. Recognizing the validity of both of the above theories, prize money is distributed in accordance with the players expected to attend.

13.d.1. Three Star Open: To attract the top players from outside the region you

need significant cash prizes. In order for many players to travel long distances it is appropriate to offer a reasonable amount (e.g. \$50 – \$100) down through 8th or 16th place in championship singles. Money will be paid in the "class" events if possible as outlined below for two star tournaments.

13.d.2. Two Star Open without commercial sponsorship: In recognition of regional players' support prize money normally is distributed down through the class events as indicated in the charts below.

**Sample Events List and Prize Distribution
(\$1,045 Total)**

	1st	2nd	3rd	4th
Championship Singles	\$300	\$150	\$75	\$75
Under 2000	\$150	\$75		
Under 1800	\$100	\$60		
Under 1600(RR)	Trophy	Trophy		
Under 1200(RR)	Trophy	Trophy		
Women's Singles	Trophy	Trophy		
Senior (40+) Singles	Trophy	Trophy		
Junior (-18) Singles	Trophy	Trophy		
Doubles	\$140	\$80		

**Sample Events List and Prize Distribution
(\$2,400 Total)**

	1st	2nd	3rd	4th
Championship Singles	\$800	\$400	\$200	\$200
Under 2000	\$100	\$60	\$20	
Under 1900	\$100	\$60	\$20	
Under 1800	\$100	\$60	\$20	
Under 1700(RR)	Trophy	Trophy		
Under 1200(RR)	Trophy	Trophy		
Women's Singles	\$30	\$20		
Senior (40+) Singles	\$30	\$20		
Junior (-18) Singles	Trophy	Trophy		
Doubles	\$100	\$60		

13.d.3. Two Star Open with commercial sponsorship. Prize money obtained from the sponsor normally will be offered in the championship events in addition to the above money. Money from entry fees will be offered in the class events.

13.d.4. Money normally is not offered in junior events. If top national juniors are expected you may offer "expense money" and hold a junior class "A" event without money for lower rated players.

13.d.5. Women's and senior events will be considered minor events (except for major tournaments) and will have no more prize money than the lowest class money event. Women and seniors are allowed to play in any event and may compete with all other players based on their ability.

13.d.6. No Star Open. Trophies rather than cash prizes normally are awarded, if money is available, an appropriate distribution is \$100 to the winner and \$60 to the runner-up in championship singles.

13.d.7. Giant Round Robin. Where players can intentionally lose to qualify for a lower division it is best to give all money in the championship division. An alternative is to give an amount, e.g. \$50 to the winner of a randomly selected lower division.

12. Tournament Cancellation. As soon as the cancellation decision is made, all entrants and the USATT must be informed as quickly as possible. Cancellation decision must be made at least three days before the first scheduled day of the tournament.

12.a. All entry fees must be returned to the players.

Chapter 2 – Tournament Design

1. General. Tournament design is the organization of a tournament to include selection and timing of events.

2. Match Length.

2.a. Games are normally played to 11 points.

2.b. The Laws of Table Tennis permit matches of any odd number of games. The standard for USATT tournaments is either best of 5 or best of 7. Round robin events should normally be best of 5 games.

3. Use of Time & Tables Available. If you have only 4 tables and one day, you cannot run 30 events for 400 players.

3.a. Not all matches will be the same length. Over the course of a tournament, they will average out about as follows:

3.a.1. With most matches between players rated under 1800 plan 20 minutes for a best of 5 game match and 30 minutes for best of 7.

3.a.2. For matches between higher rated players plan 30 minutes for a best of 5 games and 45 minutes for a best of 7.

3.b. To determine the number of matches you can handle, multiply the number of tables by the matches per hour by the number of hours.

Example: 8 tables, 20 minutes per match (3 per hour), 12 hours (9 am – 9 p.m.).

$8 \text{ (tables)} \times 3 \times 12 = 288 \text{ matches for the day.}$

4. Scheduling Considerations. There are three elements to consider when developing a schedule. Unfortunately, they are usually incompatible with each other. The final schedule must be the best compromise among these objectives,

4.a. The schedule should minimize time wasted by players having to report too early or having to wait too long between matches. The

schedule should not require a player to play back-to-back matches except in round robin events. Such matches may be unavoidable as the tournament proceeds.

4.b. It must make efficient use of tables and available playing time to permit a large entry in several events.

4.c. To enhance the competition and further the sport, it should provide for staging significant matches in an orderly manner for the enjoyment of spectators when the maximum number of spectators is present. The "finals program" normally should include the finals of major events and also the semi-finals of the Championship (or Men's Singles) event. The finals program should normally last not more than 2 1/2 – 3 hours.

5. Time Available. Play at a one day tournament (Saturday) should begin at 9 am and all matches should be completed by 9 p.m. If a large number of out of town players are expected, it is better to start later (10 or 10:30) to enable players to drive in the morning. With the later starting time, those that must leave home after work Friday can arrive and get a reasonable night's rest in a hotel. Two-day tournaments should start on Saturday the same as a one-day tournament and should be completed not later than 5 p.m. on Sunday. These completion times are goals; actual times will be dictated by the circumstances that arise at the tournament. You can go a long way toward meeting the goals by scheduling events with those goals in mind.

6. Scheduling Events. Scheduling begins with the selection of events and starting times to be announced in the entry blank. The principal factors in developing and following a schedule are the number of tables, the time available, and, most difficult, scheduling around players that are successful in several events.

6.a. The basic time required can be
T.G. 2016

determined by allowing 20 minutes for a best of 5 game match and 30 minutes for a best of 7 match. It should be computed by round rather than total matches and it must be remembered that it is neither possible nor desirable to obtain 100% table use. 70% table usage is very high. Some tables should be available throughout the day(s) for practice. Players are normally allowed to practice on any table not being used for a match.

6.b. To reduce conflicts in scheduling players successful in several events, it is appropriate to limit the number of events a player may enter. In a one-day tournament, a reasonable limit is four singles and one doubles event. In a large tournament, the strength of the draw may reduce the problem without limiting events a player may enter. This should be estimated before preparing the entry blank and any restrictions announced in the entry blank if necessary.

6.c. At some tournaments, events are scheduled beginning with the lowest class and following progressively with the higher events. Other tournaments reverse this scheduling. A player seeded in Class C has the best chance of winning in that event. S/he also may be successful through several rounds of Class B and Class A. Letters are used here to avoid suggesting rating cutoffs for events.

6.c.1. By scheduling in the order Championship, Class A, Class B, etc. it is possible to play several rounds of Class A and Class B before beginning the Class C event. This will eliminate many "C" players, reducing the probability of conflict. At the same time, it permits the "C" player to get well warmed up before playing the critical matches in Class C where s/he has the best chance of winning.

6.c.2 Scheduling Championship first also has the advantage of having the finals early enough to have a good number of spectators and permits the top players to leave early. This is a reasonable concession and the overall champion should not be expected to help take down tables and clean up.

6.c.3. Senior and junior events should normally be scheduled at the same time. No one is eligible for both, reducing one area of scheduling conflict.

6.c.4. In a one-day tournament, schedule doubles early. Each round of doubles cuts the field in half, making them available for other events. With many events playing at the same time it is often hard to find all four players available.

6.d. Entry blank schedule. Events should be announced in the entry blank at the earliest time they can be played. It is seldom possible when preparing the entry blank to accurately guess the number of entries in each event. By announcing the earliest time play can begin in an event, players will arrive in time to play. If later times are announced and play progresses faster than planned, players may not be available to play to an advanced schedule. Naturally you cannot default them before the scheduled time. You should make a conscientious effort to estimate event starting times, not schedule everything for 9 a.m.

6.e. Revising the time schedule. When the draw is made it will be possible to refine the schedule of events. If the draw is held a week early a revised schedule should be provided in a written or E-mail acknowledgment of entries. At other tournaments the revised schedule should be written on the wall and desk copies of the draw sheets and announced as appropriate.

7. Tournament Format. The format for a tournament or events in a tournament can be knockout (single, double or progressive elimination), round robin, Swiss, or a combination of these formats. It can also include, or be exclusively, team competition.

7.a. Single elimination – It is simple to set up and run and has the fewest number of matches for a given number of entries. The number of matches is one less than the number of entries; e.g. 32 entries require 31 matches. The top players are seeded to preclude their meeting in early rounds. This

format takes the shortest time to run and is favored by many top players.

7.b. Double elimination is a practical format to determine a winner and runner-up where there is insufficient information on which to base seeding. The number of matches is one less than twice the number of entries; 32 entries require 62 or 63 matches. This format is practical where few events are being held, the number of entries is small, and the players are primarily novices or unrated players. This format is not often used in sanctioned tournaments.

7.c. Progressive elimination is a format that determines the order of finish for all players in the field. It requires extensive management to advance players to the correct matches. This format is used to determine standings in the World Team Championships.

7.d. Round robin is a format in which each player plays every other player in the event or in a group of players. It is very popular with most players, particularly lower rated players. The smaller the group size, the fewer matches required. The number of matches required depends on the size of the groups. For details see Chapter 7.

7.e. The Swiss System can be used to find a winner in fewer rounds than a round robin by successively pairing players with similar records so the top players eliminate each other until only one player is undefeated. This format is seldom used in sanctioned tournaments and is not covered in this Guide.

7.f. A combination of elimination and round robin formats is often the best way to conduct an event. The combined format can be done two ways:

7.f.1. Single elimination followed by round robin. Conduct a normal elimination format down to the semi-finalists and then play these four as a round robin. This maximizes play among the top players. The disadvantage is the absence and suspense of a "final" match. The winner may have been

decided before the last match is played. This format is seldom used in sanctioned tournaments.

7.f.2. Round robin followed by single elimination. Where an event is too large to hold a full round robin you can play in round robin groups with the winners advancing to successive round robin groups or single elimination stages. 32 entries requires 48 round robin matches (8 groups of 4 players) and 7 elimination matches for a total of 55 matches. This is becoming the most popular format for US tournaments.

8. Rating Doubles. It has become popular in many tournaments to limit the total rating of the players in a doubles pair. This event can be run in two different ways, depending on your goals. In either case, you need to estimate the rating levels of players expected to enter. The entry blank must specify the rating cut-off for the pair and (if desired) the maximum rating for either player.

8.a. Leave the individual player rating open. This enables a novice or low rated player to get the "chance of a lifetime" playing with a champion. e.g. in an Under 3800 doubles event, a player rated 1050 could team with a player rated 2649.

8.b Specify a rating for the higher player. This will provide better balanced teams but eliminates the top players and probably the bottom players from competing. Some players resent the top players taking prizes in a rating event. This should be used only if there is also a Championship Doubles or two levels of rating doubles that would permit the higher rated players to participate. The normal cut-off for the higher player is one half the combined rating +200; e.g. in the 3800 doubles, all players must be below 2100 ($3800/2 = 1900 + 200 = 2100$).

9. Paralympic Events.

9.a. Athletes should hold a National or International Classification card. If the athlete does not have one, you should not turn the athlete away. The Tournament Director (TD),

Referee and another athlete may be able to assign a temporary classification for the tournament.

9.a.1. For regular Paralympic competition, athletes need to be classified by a Classifier. Once they are classified, they will be issued a National Classification card.

9.a.2. The Tournament Organizing Committee should invite a Classifier if they know that there will be many disabled athletes. In this manner, the Classifier is available to evaluate the athlete and issue a Classification card.

9.b. If there are not enough players to hold Class events, then you should combine the classes or hold an Open Event. Wheelchair classes are 1-5 and Standing classes are 6-10. Class 11 are Intellectually Disabled athletes. A class 7 athlete will never compete against a class 3 athlete. If you have a minimum of 4 athletes in either Class 1-5 or Class 6-10, you will hold the event.

9.c. If you have enough players to hold Class events, then you do not need to hold an Open event. A possible combination of Class events is:

9.c.1. Wheelchair Class 1-2 or Class 1-3 and Class 4-5.

9.c.2. Standing Class 6-7; Class 8-10 and Class 11.

9.d. The tables used for wheelchair play should be wheelchair accessible.

9.e. Use the athletes' USATT ratings when seeding the event.

Should there be any questions regarding your Para Event, please contact the Officials & Rules Advisory Committee (ORAC) chair. At this time, the ORAC Chair is Roman Tinyszyn.

10. Elimination Formats. See Chapter 6. Draw Procedure Elimination Formats.

11. Round Robin formats. See Chapter 7 Round Robin Competition.

12. Sample Team Formats. See Chapter 8, Team Competition.

13. Time Scheduling. In designing your tournament consider the planning concepts for time scheduling as shown in Chapter 9. Small tournaments do not need to be time scheduled and normally can run faster by calling matches from the control desk. Understanding the concept of time scheduling will enable you to get a better idea of time required for each event and enable you to prepare your entry blank to reflect the proper scheduling.

14. Voluntary Matches Prohibited. If players want to play matches that are not required for tournament events they may do so. Those matches may not be forwarded for ratings.

Number of Matches in Elimination Formats

Number of entries	8	16	32	64
Single elimination	7	15	31	63
Double elimination	14	30	62	126
Progressive elimination	12	32	80	192

Round robin matches are based on group size; see chart on page 7-15

Chapter 3 – Tournament Sanction

1. General. Sanctioning of tournaments is necessary to ensure an equal opportunity for all sponsors to hold tournaments and for all players to participate in these tournaments under the best possible playing, umpiring, and social conditions. It ensures that tournaments are conducted to USATT standards and that the USATT stands behind them.

2. Requirements For Sanction.

2.a. All tournaments except those specifically exempt should be sanctioned by the appropriate USATT sanctioning official. Before sanctioning a tournament the sanctioning official will check for other tournaments in the region and notify the tournament director of any potential conflicts.

2.b. Tournaments/events exempt from sanctioning requirements.

2.b.1. Local leagues, round robins, and tournaments in which only club members participate. These competitions may be sanctioned if they comply with USATT requirements including membership.

2.b.2. Local recreation tournaments put on by city/county parks and recreation departments or YMCA type organizations. USATT members are encouraged to assist these organizations with their tournaments and to compete in them. If a USATT club or member assists in the organization of the tournament, the club or member should request a waiver of sanction from USATT Headquarters.

2.b.3. From a request for a waiver of sanction the sanctioning official can also look for sanctioned tournaments that may be competing for players with the unsanctioned events.

2.c. All players in a sanctioned tournament, other than those can show current

membership in another association affiliated with the ITTF, must be USATT members, including those who join at the tournament or buy a *tournament pass*.

2.d. USATT members are encouraged to compete and participate only in USATT sanctioned competitions or those competitions exempt in para. 2.b. above.

3. Sanctioning Officials. All tournaments are sanctioned by the USATT Tournament Advisory Committee. The specific sanctioning officials are:

3.a. All No star, 1 Star, and 2 Star tournaments are sanctioned by the Regional Sanctioning Coordinator (RSC) for the region in which the tournament is to be held. (See Chapter 1)

3.b. All 3 Star or higher tournaments are sanctioned by the National Sanctioning Coordinator (NSC).

3.c. State Games. Sanctioning of the table tennis events of any state games competition is optional at the discretion of the event coordinator. If the event is not sanctioned the responsible official should request a sanction waiver. **Those events that are sanctioned must comply with normal sanction requirements** to include USATT membership, submission of results and reports. If Junior or Novice events are held and not submitted for ratings, players in those events only do not need to be USATT members or pay the processing fee.

4. Star Ratings. Star ratings are designed to signify the quality of a tournament.

4.a The following criteria are used for star ratings:

Lighting

Flooring

Ceiling height
 Court size
 Tables
 Barriers
 Time scheduling
 Officials
 Event variety
 Prize money
 Food & drink availability
 Player & officials lounge
 Spectator seating
 Media coverage

Specific criteria are in the Request for Sanction. Additional information is available in the FAQ for the USATT Star Table (see page 3-13).

4.b. In addition to scoring the designated number of points for each star level, a tournament must also meet minimum criteria listed on the Star Table, as well as having the Tournament Referee that is qualified for the star level (see Chapter 4, page 4-1).

4.c. Tournament Directors are to evaluate their tournaments using the criteria on the Sanction Request Form, p 3-11, and indicate the star level in the sanction request.

4.d. Prize money offered will be the basis for sanction fees.

5. Major Tournaments are those tournaments rated Three Star or higher. Special rules applicable to all major tournaments are listed in Chapter 12.

5.a. Five Star:

5.a.1. The U.S. Open Championships, The U.S. National Championships (U.S. Closed) and the NCTTA Intercollegiate Championships.

5.a.2. The National Sanction Coordinator (NSC) is authorized to

grant 5 Star sanction to additional tournaments meeting stringent requirements including unique national level competition and the highest standards in accordance with the Star Level Criteria.

5.a.3. Tournament directors interested in obtaining a 5 Star sanction should start the process by contacting the NSC. The current NSC is Larry Thoman

5.b. Four Star: the North American Team Championships, and other major tournaments meeting the requirements in Chapter 12 and approved for the Four Star rating by the National Sanctioning Coordinator.

5.c. Three Star: USATT Regional Championships and other tournaments meeting the requirements in Chapter 12 and approved for the Three Star rating by the National Sanctioning Coordinator.

6. Open Tournaments. An open tournament is one which is open to entry by any member of the USATT or other ITTF affiliated association. Events in an open tournament can be restricted to players meeting certain criteria such as rating, sex, age, etc.

7. Closed Tournaments.

7.a. Tournaments may be limited either geographically or organizationally. Closed tournaments may have star ratings by meeting the criteria in the Sanction Request Form.

7.b. Eligibility: To play in a closed tournament players must have lived in the area or have been members of the organization for at least 3 months prior to the tournament. Active military personnel and full time students may play in closed tournaments both at home and where they are stationed or go to school. The sponsor may specify a different residence or membership requirement. The sponsor may also modify qualifications such as: "Residents of State or non residents who are regular members of

clubs in the state." The detailed eligibility including any such modification must be specified in the entry blank.

7.c. Two or more closed tournaments will not be sanctioned for the same date(s) if their areas of eligibility overlap.

7.d. States may hold only one state championship in a year.

7.e. States may not require U.S. citizenship to compete.

8. Invitational Tournaments.

8.a. An invitational tournament is open only to players specifically invited by the tournament sponsor.

8.b. The criteria for sending out invitations must be approved by the sanctioning official.

8.c. All regulations for open tournaments will apply except for eligibility.

8.d. The sanction fee will be determined by the Fee Schedule from the amount of the prize money.

9. Multi-year Sanctions.

Multi-year sanctions were implemented to encourage clubs to plan ahead and protect their tournament dates by allowing clubs to formally sanction their events more than 1 year into the future.

9.a. Multi-year sanctions are defined as any sanction granted beyond 1 calendar year into the future. 1 calendar year into the future is defined as January 1st to December 31st in the next year. For example, any sanction request received in 2013 for a tournament to be held after January 1, 2015 would be considered a Multi-year sanction.

9.a.1

Tournaments approved as a Multi-year sanction are liable for any fee increases imposed from the time sanction is approved and the tournament is held. These include

sanction fees, membership fees, and any new fees imposed by USATT that affects tournaments.

10. Organizations Who May Apply For Sanction.

10.a. The USATT conducts major tournaments and USATT Headquarters sanctions those events as directed by the USATT Board of Directors.

10.b. Other than the exceptions listed above, only USATT club or district affiliates may be granted sanction to conduct tournaments.

11. Rights And Responsibilities Of The Sponsoring Organization. In applying for sanction the sponsor agrees to conduct the tournament in accordance with the rules and regulations prescribed by the USATT. In return, the sponsor obtains the right to:

11.a. Conduct the tournament on the dates at the location specified.

11.b. Advertise on the USATT web site and other media that it is a sanctioned tournament. Normal advertising fees apply.

11.c. Have the tournament listed on the USATT web site.

11.d. Receive necessary forms (other than match cards) for the conduct of the tournament. **Forms are requested on the sanction application.** Forms are also available on the CD accompanying this Guide and on the web.

11.e. Have the competition rated by the USATT Rating Committee and posted to the web listed by tournament.

11.f. The sponsor is entitled to receive rating lists including players likely to attend (this normally consists of a rating list for the tournament region). The rating list(s) will be provided prior to the sponsor's tournament draw.

11.g. Have the results published in the USATT newsletter provided the

information is submitted in a timely manner and subject to normal editorial policies.

11.h. TV coverage. The USATT retains the rights to TV for all sanctioned tournaments. If the sponsor wishes to contract for televising the tournament (other than for local news coverage) he/she must contact the USATT headquarters to secure the TV rights.

11.i. Live streaming is available for all tournaments by contacting David Del Vecchio ddelvecchio@usatt.org. USATT will grant rights to the sponsoring club for non-commercial use of the video.

12. Sanctioning Procedure.

12.a. Scheduling dates. As soon as a tournament is planned, the sponsor should contact the appropriate Sanctioning Coordinator to determine the best date(s) to hold the tournament. No dates are guaranteed until the sanction request is approved.

12.b. Sanction request. (see page 3–11) Formal sanction is requested using USATT Form T101, Tournament Sanction Request. The request must be submitted to the appropriate Sanctioning Coordinator not later than 2 months for 0-2 star events and not later than 4 months for 3 to 5 Star events before the requested tournament date. If possible submit using the Excel form found as a downloadable file in Chapter 10. Submit one copy with a copy of the draft entry blank. See Chapter 12 for requirements for major tournaments.

12.c. For 2 - 4 star tournaments the USATT Tournament Committee may require the sponsor to post the prize money before sanction is granted. A sponsor failing to pay full advertised prizes in a previous

tournament may be required to post prize money regardless of the advertised amount.

12.d. The sanctioning official will review the request and accompanying entry blank. He/she will check the tournament calendar for conflicts and the entry blank for compliance with USATT requirements (USATT Form T102, Sanction Checklist, see page 3–9). Following this review the sanctioning official will grant the sanction (with or without stipulations) or deny sanction, giving the reason(s) for the denial.

13. Entry Blank. The entry blank provides all information necessary for a player to decide if s/he wants to enter the tournament.

13.a. The entry form is the part of the entry blank that the player returns to enter the tournament.

13.b. The entry blank should be designed so that the player can return the entry form without also returning information s/he needs about the tournament; e.g. a map or starting times.

13.c. Each player must sign a waiver of liability to compete in the tournament. The waiver must be identical to the sample waiver on page 3-15. Parent or guardian must sign for any player under 18 years old. We encourage tournament directors to include the waiver form with the entry blank so players can submit the completed waiver with their entry. This will save time during player check-in at the tournament.

13.d. The Tournament Sanction Checklist is on page 3–9 should be used to check completeness of the entry blank. A sample entry blank is on pages 3–5 & 3–6.

Atlanta Open
Table Tennis Tournament
Saturday, May 28, 2016

Where: Lucky Shoals Recreation Center 4651 Britt Rd. Norcross, GA 30071

Sponsored By: The Atlanta Georgia Table Tennis Association (AGTTA)

Sanctioned By: The U.S.A. Table Tennis

Tournament Rating: One Star.

Tournament Committee

Wendell Dillon, Chairman
Rene Nielsen, Helen Zhang

Referee

Rene Nielsen, CR/CU

Eligibility: Open to all members of the USATT. Non-members may join by paying the membership fee *or buy a tournament pass. Buying a tournament pass qualifies as an associate membership.* Details on entry form.

Eligibility For Events: Championship Singles and Doubles - everyone is eligible. Rating events: players are eligible if their rating is below the rating listed for the event or they are unrated. Unrated players can not advance from round robin groups in rating limited events except Novice. Novice: players rated under 1400 and anyone who has not played in a USATT sanctioned tournament before.

Junior (-18): players under 18 years old on *May 28, 2016.*

Senior (40+): players 40 or older on *December 31, 2016.*

Rules: The Laws of Table Tennis as published by the ITTF and all USATT regulations apply. All matches will be best of 5 11 point games. The Point Penalty System will be used in umpired matches.

Equipment: Only USATT approved equipment will be used: Donic Persson tables and nets; white Butterfly *** 40+ non-celluloid (plastic) balls. The floor is hardwood.

Note: Rackets - One side of the racket must be bright red, the other side must be black, whether or not both sides are used for striking the ball. The racket may not be changed in a match unless it is broken.

Clothing: The USATT Dress Code applies. Shorts or skirts and the main body of the shirt or blouse must be significantly different from the color of the ball (white). Tank tops, jeans, cut-offs, large designs, or large lettering will not be permitted. Socks and rubber-soled shoes must be worn. Collars and/or sleeves may be of any color.

Entry Deadline: Saturday, May 21, 2016. There will be a \$5 discount for entries received by Saturday, May 14. There will be a \$5 fee for each phone entry and for each late entry.

Pay By Check Or Money Order payable to AGTTA and mail to Wendell Dillon, 662 Dorsey Circle, Lilburn, GA 30047. (770) 923-5110, Cell (404) 502-4195.

Reporting and Starting Times: Players must register at the desk not later than 15 minutes prior to the starting time for their earliest event.

Practice: The gym will be open for practice 7–9 p.m. Friday and at 8 am Saturday. Pre-match warm up will be limited to 2 minutes.

Cancellation: The tournament committee reserves the right to cancel any event or combine events if there are insufficient entries. Fees refunded for any cancelled event.

Directions: Off I-85 , 4.8 miles North of I-285; turn South onto Jimmy Carter Blvd, drive 2.1 miles to Britt Rd, 0.4 miles to Lucky Shoals Park on the left (identified by large aqua colored sign).

Awards: Trophies to all finalists.

Umpires: All semi-final and final matches will be umpired. An umpire will be provided for any other match at the request of any player in the match.

Event	Fee	Starts	1 st	2 nd	3/4
1. Championship Singles	\$25	11:00 a.m.	\$300	\$150	\$75 ea
2. Under 2000 (round robin)	\$20	1:30 p.m.	\$150	\$100	
3. Under 1800 (round robin)	\$15	3:00 p.m.	Trophy	Trophy	
4. Under 1600 (round robin)	\$15	4:30 p.m.	Trophy	Trophy	
5. Novice Singles (round robin) (-1400)	\$15	9:00 a.m.	Trophy	Trophy	
6. Women's Singles (round robin)	\$15	10:00 a.m.	Trophy	Trophy	
7. Senior (40+) Singles (round robin)	\$10	9:00 a.m.	Trophy	Trophy	
8. Junior (-18) Singles (round robin)	\$10	9:00 a.m.	Trophy	Trophy	
9. Doubles (partner deadline 11 a.m.)	\$8 each	12:30 p.m.	\$100	\$50	

Limitation: no player may enter more than four singles events. Players entering the Novice event may not enter any other event except Under 1600. Unrated players can not advance out of round robin groups in Under 2000, Under 1800, or Under 1600.

Doubles Entries: Write the name of your partner (if known) on the entry form and include your entry fee. Only those who have paid the fee for doubles will be allowed to find partners at the tournament. If you can't find a partner we will refund your doubles entry fee.

Matches: All events will be single elimination unless indicated as round robin on the list above.

A photo copy of the entry form is acceptable

Name & mailing address | Phone _____ Rating _____
 | | () Change address; () Add to mailing list
 | | USATT membership expires _____
 | | Membership: *Adult* () \$75 1 yr; *Jr/Student* () \$45; *Tournament pass*: () \$20
 | | USATT Fees \$ _____

Date of birth: _____ **Required for all age limited events and all memberships & Tournament passes**

Event	1()	2()	3()	4()	5()	6()	7()	8()	9()	
	CH	2000	1800	1600	Nov	W/S	Sen	Jr	Dbl	
Fees:	\$25	\$20	\$15	\$15	\$15	\$15	\$10	\$10	\$8 ea	Event fees: \$ _____
Partner _____										Early entry discount \$ _____

Please enter me in the above events. My fees in the amount of \$ _____ are enclosed. I agree to comply with all USATT regulations. I have signed (or will sign at the tournament) the comprehensive waiver of liability.

() I would like to umpire. _____
 () I am a(an) _____ umpire. (Parent or guardian must sign for minor)

Tournament Sanction Checklist

Name of Tournament _____

Date(s) _____ Sponsor _____

- *Complete name of tournament including words "Open" or "Closed".
- *Date(s).
- *Tournament location.
- *Sanctioned by the USATT or source of waiver.
- *Name of sponsor.
- *Name of referee and rating level (IR, NR, CR,)(Umpire level if 0 Star).
If referee is CR, indicate also umpire rank, e.g. CR/CU
- *Name of tournament director and committee.
- *The star rating.
- *If Closed, the precise area (or organization) of eligibility.
- *Membership requirements; age/rating requirements for events.
- *The words: "All USATT regulations apply."
- *Statement: "Only ITTF or USATT approved equipment will be used; (brand & *model*) tables; (brand) nets; (color, brand & *model*, *celluloid* or *non-celluloid*) balls; (type of) flooring
- *Clothing; reference to the USATT Dress Code.
- *List of events/entry fees, processing fee and a statement that events with insufficient entries may be canceled and fees refunded.
- Limitation on unrated players advancing in rated events. The rated player with the best record will advance.
- Information on doubles partners (partners must be shown on the entry form for all tournaments above Two Star).
- *Deadline for receiving entries.
- *Name of payee for checks or money orders.
- *Address for mailing entries.
- *Reporting and starting times.
- Umpire fees.
- Limitations on number of events and/or *players in events* .
- Phone entry policy.
- Directions to tournament site (or a map).
- Hotels.

* indicates mandatory items

The Entry Form

- *Space for the player's name and address.
- *Date of birth (required for new members and age limited events).
- *Membership expiration date.
- Space to apply for membership (fees correct?).
- Space for player's club
- Player rating.
- *Events entered.
- *Doubles partner(s).
- *Amount enclosed.
- *Statement: "I will abide by all USATT regulations", immediately followed by
- a line for the player's signature.
- *Reference to signed waiver of liability exempting sponsor and USATT

Tournament Report Checklist

To USATT Headquarters

- Report received (_____ days after tournament).
- File of memberships and tournament passes
- Payment for labels and/or other items ordered for the tournament
- Membership fees and sponsor discount computed properly \$ _____
- Participant list (highlighted rating list).
- Original draw sheets for all rated events.
- Tournament Entry Blank.

Publicity Reports

- Feature story sent to the USATT national publication.
- Story to local papers of the top players.

Tournament Report reviewed: Fees are correct

Invoice for \$ _____ sent _____

Refund for \$ _____ sent _____

Reviewed by



Tournament Sanction Request

Instructions: 1. Complete this form and mail with the appropriate sanction fee and draft copy of the entry blank to the assigned Regional Sanctioning Coordinator (RSC) for 0-2 star. For 3 & 4 Star tournaments, send your request to the National Sanctioning Coordinator (NSC). Tournaments cannot be sanctioned without a copy of the entry blank and payment of the sanction fee. 2. The sanctioning official will notify the Tournament Director on the status of the sanction request. 3. Complete and submit this form at least 2 months prior to the tournament for a 2-Star and below or at least 4 months prior to the tournament for a 3-Star and above. 4. If using Excel, hover your cursor over any cell marked with a flag in the upper right corner to reveal helpful tips!	<i>Official Use Only:</i> NSC Approval _____ RSC Approval _____ Date _____
---	---

Tournament Information		
Name of Event:	_____	
Date(s):	From: _____	To: _____
Alternate Dates(s):	From: _____	To: _____
Web Link:	_____	
Venue Address:	City: _____	State/ZIP: _____
Club:	_____ Club Affiliation Expires: _____	
Contact Person:	Phone: _____	E-Mail: _____
Address (Street, City, State Zip): _____		
Tournament Referee:	Rank: _____	Referee USATT Membership Expires: _____
Tournament Director: _____		

Sanction Fee	
Prize Money	Sanction Fee
\$0	Waived *
\$0-\$400	\$40
\$401-\$1000	\$80
\$1001-\$3000	\$150
\$3001-\$6000	\$300
\$6001+	\$400

Enter total prize money: _____ Sanction Fee: _____

Star level (will auto update based on Page 3): _____

_____ * State Games, not offering prize money

_____ Check to debit from credit card on file with USATT

By signing below, 1) I agree to submit the required Tournament Report postmarked no later than 14 days after the last day of the tournament. I understand that the appropriate fee penalties will be implemented for delinquent submission of the Tournament Report (see USATT Tournament Report Form), 2) I agree that the club's affiliation status will be current at the time of the tournament. If club affiliation is not current as of tournament, sanction is revoked, results will not be processed and disciplinary action will be taken, 3) I agree that the USATT rating or ITTF ranking will be the primary source of players ratings.

_____ **Tournament Director** _____ **Date**

Fees for multi-year tournament sanctions will be paid at current rate at time of the tournament.

* USATT reserves the right to withhold sanctioning from any club that has any outstanding bills owed to USATT or whose club affiliation is not current. USATT encourages local promoters to obtain television coverage. USATT owns all TV, video, motion picture, and any other reproductive rights for all USATT sanctioned tournaments and events. USATT will normally transfer such rights to individuals/organizations receiving sanction. However, USATT reserves the right to withhold such transfer. The tournament director and club agree to obtain signed USATT Waiver and Release of Liability and Photo Release forms from ALL participants

* Sanctioned tournaments at which merchandise and/or exhibitor booths are offered for rent and booth space is available MUST provide booth space for manufacturers and distributors of USATT approved equipment, with equal booth fees for like-sized booths. Exemptions will be granted when the primary tournament sponsor (a sponsor who provides 100% of the prize pool) is a table tennis manufacturer or distributor.

* USATT's insurance carrier requires that participating USATT members sign a waiver of liability form to be submitted to HQ. Individual forms must be signed by each participant in your tournament and these forms must be turned in with your Tournament Report

Submitted by _____	Title _____	Date _____
--------------------	-------------	------------

*** Please see page 2 below for requesting Ratings List, labels, and forms***

Request for Forms

Please indicate the number of copies needed of the following forms. Tournament forms are provided at no cost unless special mailing is requested.

- | | |
|--|---|
| _____ Sanction Request (T-101) | _____ Round Robin Draw (4X5 Players) (1-Part T-121) |
| _____ Tournament Report (T-109) | _____ Round Robin Draw (8 Players) (T-121) |
| _____ Single Elimination Draw (1-Part T-111) | _____ USATT Membership Applications |
| _____ Single Elimination Draw (3-Part T-111) | _____ Waiver of Liability form (2 per page) |
| _____ Tournament Sanction Checklist | _____ Request for Certificate of Insurance |

Request for Ratings List

Ratings lists are sent from USATT Headquarters approximately two weeks before the tournament. Please indicate below format type, email address to which to send it, and the states for which you are requesting ratings.

Select format: Paper: _____ Email: _____ Email Address: _____
List State(s): _____

Request for Labels (Hardcopy/Email Copy)

Please fill out all sections below. Hardcopy labels are \$0.05 each plus shipping, digital labels and email addresses are \$0.03 and will be emailed to you. For hardcopy labels, please indicate the date you would like them mailed to you.

Select format: Paper: _____ Mailing Date for Paper: _____
Email: _____ Email Address for Email: _____
List State(s): _____

To include expired members, provide a date below after which expired members will also be included.

Expiry Date: _____ Email & postal addresses are not guaranteed to be valid and may be inactive.

Shipping Instructions

All materials will be mailed by the most reasonable method unless a specific request is indicated below:

Next day _____ Priority Mail _____ First class _____ Third class _____

If late application requires next day air freight (e.g. Federal Express), you will be billed accordingly.

Ship forms and/or labels to:

Star Rating Criteria

	Category	Points	Enter an "X" in Yellow	Required for Star Level
Lighting	Measured on table playing surface (select one)			
Minimum standard	300 Lux with fixtures at least 8 ft above the floor			
	400 Lux	1		
	600 Lux for feature matches	2		3 and up
	600 Lux	3		
	800 Lux for feature matches	4		
	800 Lux	5		
Flooring	(select one)			
	Wood floor or rubberized Mat on concrete or Tile for feature matches	1		3 and up
	Wood floor or rubberized Mat on concrete or Tile for all matches	2		
	Rubberized Mat on Wood for feature matches	3		
	Rubberized Mat on Wood for all matches	4		
Ceiling Height	(select one)			
	8 ft ceiling height			
	10 ft ceiling height			1 and up
	12 ft ceiling height	1		
	16 ft ceiling height	2		3 and up
Court Size	(select one)			
Minimum standard	30 ft length, 10 ft between tables			
	12 feet between tables	2		3 and up
	14 feet between tables	4		
	19x38 courts for feature matches	5		3 and up
	19x38 courts	6		
	23x46 courts for feature matches	7		
	23x46 courts	8		
Tables	(select one)			
Minimum standard	USATT or ITTF Approved	1		
	No more than two models in use	2		3 and up
	All models alike	3		4 and up
	All alike, but show table for feature matches	4		
	Para table if wheelchair players entered add	1		
Barriers	(select one)			
	Barrier at net between tables <i>or</i> at both ends of court	2		
	Barrier at net between tables <i>and</i> at both ends of court	3		
	Individually barriered court for feature matches	4		3 and up
	All courts fully barriered	6		
Time Scheduling	(select one)			
Minimum standard	Event start times			
	All events, all rounds	2		3 and up
	Published schedule for each player, all rounds	4		5
Officials	(select one) See Tournament Guide Ch 4 for referee requirements			
	Scorekeepers for featured matches	1		
	Umpires for featured matches	2		2 and up
	Umpires and scorekeepers for featured matches	4		3 and up
	Uniformed Umpires and scorekeepers for all matches	6		5

	Category	Points	Enter an "X" in Yellow	Required for Star Level
Event Variety	(Select all that apply) (Maximum of 4 points)			
	Novice event	1		
	Women's event	1		
	Junior event	1		
	Para event	1		
	Team event	1		
	Doubles event	1		
Prize Money	(Entry total prize money on page 1 to auto-fill correct box here)			
	\$100-\$400	1		
	\$401-\$1,000	3		
	\$1,001-\$3,000	5		
	\$3,001-\$6,000	7		
	\$6,001-\$10,000	10		
	\$10,001 and up	15		
Amenities	(Select all that apply)			
	Food and drink available inside venue	1		
	Player's lounge Available	1		
	Officials lounge Available	1		
Spectator Seating	(Select one)			
	100 seats available	1		3
	250 seats available	2		4
	500 seats available	3		5
Media Coverage	(Select all that apply)			
	Print	2		
	TV	2		
	Live streaming	3		5
Certification	Designation by NSC as 5 Star			5
	Add all points Total		0	
Star level:	Determined by total points and all requirements met	↔		
	0 star (0-10 points)			
	1 star (11-20 points)			
	2 star (21-30 points)			
	3 star (31-40 points)			
	4 star (41-50 points)			
	5 star (51 points and up)			
	Downgrade star level, enter here (number only; no text)	↔		

FAQ For USATT Star Table

1Q. *Where can I get a lux meter?*

1A. They are readily available at most photo shops and on Amazon. Search for *lux meter* on Amazon and many results will appear with prices starting around \$10 or so. We recommend that all USATT affiliated clubs that run sanctioned events obtain a light meter so that you know how strong the lighting is for your players. Lighting is an important aspect to playing our sport well and it will benefit all players to provide the best lighting possible. At this time, we do not recommend using light meter apps for smartphones due to their variability in readings compared to using a dedicated light meter.

2Q. *Once I get the lux meter, how do I use it to measure the lighting?*

2A. You'll need to follow the instructions that come with the meter to know how to use the device. But to measure the light at the tournament venue, the meter should be held at table height wherever a table will be located. We encourage Tournament Directors (TD's) to sketch out a layout of the tournament venue so each table is located within the allotted space and you know where to measure the light. If any table location falls below a level listed on the star table, then you cannot claim points for meeting that criterion. If most tables meet a certain level and only a few don't, then we recommend not setting up tables at those locations that don't meet that criterion or use those tables only for unsanctioned play. To get the most accurate readings, you may want to set up a TT table at each table location and measure the light by laying the meter on the table. It's entirely possible that the lighting will be stronger above an elevated surface like this because the light from the ceiling will reflect off the table surface to slightly increase the light level.

3Q. *What about natural lighting, glare and/or shadows?*

3A. If natural lighting influences the amount of light in your venue, take your light readings on an overcast day and/or at the latest part of day that you anticipate holding matches. The idea behind lighting standards is that adequate lighting be provided at all matches at USATT tournaments. If your lighting does not meet the minimum level for all of your sanctioned matches at that tournament, then don't claim points for that criterion. We recommend that any sources of natural light that might present glare or shadow issues on any of the tables be covered up with an opaque covering. If you do this, then take your readings with these coverings in place. Alternatively, you can take your light readings at night to simulate the effect of covering natural light sources. Tournament directors should be aware that if natural lighting is used in a venue and not covered, then it may well result in some tables being unplayable at various times of the day as glare and/or shadows affect visual acuity. This can then negatively affect your scheduling. Players should not be required to play matches on tables with noticeable glare and/or shadows.

4Q. *What about bulbs burning out, lights fading, or fixtures going bad between the time I measure the lighting when applying for sanction and the time the tournament is actually held?*

4A. Since sanction requests are typically turned in months in advance of the tournament, the TD should inspect the venue several days prior to the tournament to ensure that lighting and other conditions are relatively the same as when the sanction was requested. If the lighting or other conditions are substantially different, then the TD should contact whoever is responsible for maintenance at the venue and request the problem(s) be corrected before the tournament begins. If this is not possible, then we suggest not using any courts with lighting below the minimum standard. TD's will not be held accountable for inadvertent discrepancies of this nature, but the same discrepancy should not occur for future tournaments.

5Q. *What if my tournament grades as a 1-star but I don't have a referee available higher than a Club Umpire? Can I intentionally "downgrade" my tournament to a 0-star so I can use a Club Umpire?*

5A. Yes, you can request sanction at a lower star level than the one your tournament grades at. You may not, however, intentionally misrepresent the actual qualifications of your tournament to get a higher or lower star level.

6Q. *My tournament grades as a 5-star event. Are there other requirements for 5-star tournaments?*

6A. 5-star tournaments not only have to meet the criteria listed on the star table, but other criteria as established by the Tournament Advisory Committee (TAC) and/or the Board of Directors. These additional criteria include an on-site visit by the National Sanctioning Coordinator or his representative and a review and vote by the TAC.

7Q. *Can I ignore certain sections of the star table?*

7A. Yes, you may skip any section if you are uncertain of meeting the criteria associated with that section. You simply won't get any points for that section.

8Q. *What are the repercussions if I anticipate meeting certain criteria, and fill out the form with that anticipation, but then cannot actually meet the criteria at the tournament? For instance, say I anticipate having a club member provide food and drink at the venue, but then that club member gets sick and I am unable to provide food and drink.*

8A. Repercussions for deliberately falsifying the sanction request form in an attempt to get a higher star rating have not been determined as of the time of this writing. Inadvertent mistakes like the one described will not result in any penalties.

9Q. *What is a feature match?*

9A. *Feature matches* should include, at a minimum, the semi-finals and finals of the men's and women's singles (or Open Singles). Other matches may be included depending upon which matches the tournament organizers want to highlight. In general, as star level goes up, it is expected that more feature matches will be offered. Feature matches should be clearly delineated from other matches by providing a larger court, completely surrounding it with barriers, using an umpire and scorekeeper, providing spectator seating, locating it on the best flooring and in the best lighting, and other similar presentation techniques so the feature players have the best conditions that the tournament can offer. For round robin events without true semi-finals and finals, simply designate a few matches in the last one or two rounds that have a good chance of being the most decisive to determine the RR winner, or that are deemed the matches to be

the ones that should be the most exciting by the Tournament Committee. Either way, choosing a RR format is not an excuse for not offering feature matches.

10Q. *I'm confused on the criteria under Scheduling. Can you explain?*

10A. *Event start times* is pretty much the standard that most tournaments meet nowadays—it's simply a list of the events with a starting time listed. *All events, all rounds* means that every event has a starting time and then every round after the first round also has a starting time. *Published schedule of each player, all rounds* is what you typically receive at the US Open and Closed when you register—a personalized list of all your events and the starting time for each match you play within those events.

11Q. *Do vending machines count as Drink and Food?*

11A. No, *drink and food* is freshly prepared food available at a stand or booth or delivered fresh to the venue.

12Q. *The flooring in my venue is a rubberized sports flooring similar to indoor tennis courts. I do not know what the subflooring is. How do I rate this floor?*

12A. Score it as 4 points—*Rubberized mat on wood* for all matches.

13Q. *What if my tables were previously approved by USATT or ITTF, but they are not presently on the approved list?*

13A. If tables were previously approved by either the USATT or ITTF, they may be used in USATT sanctioned tournaments. ITTF sanctioned events must use current ITTF approved tables.

14Q. *Which tables are considered to be wheelchair-friendly?*

14A. Wheelchair friendly tables are listed on the ITTF approved tables webpage: http://www.ittf.com/front_page/ittf1.asp?category=tables. Look for tables with the notation, "suitable for wheelchair table tennis".

15Q. *I want to provide some wheelchair friendly tables for any wheelchair players who show up at my tournament, but doing so will make me ineligible for receiving points in the Tables category.*

15A. Wheelchair friendly tables are exempt from the criteria in the Tables section if they are being provided for wheelchair players. So, for instance, if you have two types of tables plus one or more wheelchair tables, then you still qualify to receive 2 points for *No more than two models in use*. You may not, however, use this exemption for wheelchair tables to meet the requirements for number of different table models allowed for various star levels. So, for instance, if a tournament has a large number of a wheelchair-friendly tables plus another table model, that would count as 2 table models and make that tournament ineligible for a 4-star grade which requires only 1 model. A wheelchair-friendly table is exempt only if the TD has a reasonable expectation that those tables are needed to accommodate wheelchair players.

16Q. *What's a show table?*

16A. A *show table* is a table with special presentation features not found on regular tables. These features might include artistic flourishes, special under-table decorative

lighting, side curtains or aprons, and other features that make the table stand out from regular tables and offer high presentation values to the matches played thereon.

17Q. *What is considered as 'Print'? Do we need to have articles published about the tournament in USATT magazine or some other publications as well?*

17A. *Print* is local newspaper coverage as well as a writeup for USATT Magazine or other TT magazine/newspaper. A TD has no control over whether a newspaper/magazine actually prints submitted material, so you get 1 point for this as long as you have submitted press releases about your tournament to the media, preferably both before and after the event. For the time being, you may also get 1 point simply for submitting an article to USATT Magazine about the tournament, but TAC may better define this qualification in a future revision.

18Q. *My tournament venue is by my estimate 4 stories high. I don't have the exact measurement but I don't think you can hit the ball up so high to reach that ceiling.*

18A. Do your best to get an accurate measurement, but this is a tough one to measure. For closed ceilings, measure to the ceiling tiles or drywall that form the ceiling. For open ceilings, measure to the bottom of the rafters or beams that support the roof or next higher floor. Measure to the lowest point above any court that will be used for sanctioned play. There is no allowance for ceiling height that is different on feature courts than it is on the regular courts. So take the least common denominator for all the courts—claim only what you can promise for all courts. If the walls are concrete block, you can count the number of rows and multiply by 8 inches. You might also ask a building superintendent, coach, or other personnel who is assigned to that gym to tell you the height. But if you are lacking a more accurate measurement, you just have to use your best guesstimate.

19Q. *I notice that both "12 feet between tables" and "19x38 courts for feature matches" are requirements for 3-star and up, but "Select one" is noted for that category. Why the discrepancy?*

19A. Yes, both are requirements for 3-star and up. That means that 3-5 star tournaments must offer a minimum of 12 feet between tables and provide at least one feature court with 19 feet by 38 feet dimensions. When filling out the Star Table, only claim 5 points for *19x38 courts for feature matches*. Do not also mark *12 feet between tables* or claim 2 points for meeting that criterion. 0-2 Star tournaments may mark *12 feet between tables* and claim 2 points if that is the minimum criterion they meet.

20Q. *I play our tournaments in a racquetball facility, with each table in a separate racquetball court. How should I mark the court size, ceiling height, and barrier sections?*

20A. Racquetball courts measure 20 x 40 feet with a ceiling of 20 feet, so you would mark *19x38 courts* for 6 points, *16 ft. ceiling height* for 2 points, and *All courts fully barriered* for 6 points.

21Q. *At our tournament, we run a giant round robin separated into two main categories—U1600 and U2000. If we have all tables alike per event, does that count? The players won't need to change from one table to another. However, the U1600 players will be using one model of table and the U2000 players will be using a different model. The players in each event won't need to change the model of table at any time*

during the tournament, but there will be 2 models of table in the gym.

21A. At this point in time, there is no allowance for separating the conditions offered for a particular event or events. The criteria stated are for all events at the tournament. I do see your point; however, in that players will continue to play on only one model of table throughout the tournament and will not ever need to switch to another model. Perhaps this is a refinement to this system that will be implemented in the future.

22Q. *My point total is 45, but I don't have room to set up 250 seats. Do I still qualify as a 4-star tournament?*

22A. No, 250 seats is a minimum requirement for 4-star events. Your star level will be lowered to 3-stars until you are able to accommodate 250 seats. You must meet all minimums for a particular star level, including referee requirements, before you will be granted sanction at that star level.

23Q. *What if the event variety overlaps, like a novice doubles event or a junior team event? If an event overlaps 2 categories, does that count as 1 point or 2 points?*

23A. There is 1 point maximum for one event. So a Junior Teams event would count as 1 point, either as a junior event or a team event.

24A. *For live streaming, does it need to be for the entire event? What if we just did live streaming for the Open semis and finals? Is a certain video quality required?*

24A. At this point in time, any live streaming of any quality will count for points, whether it is just for your finals, for several feature matches, or the entire tournament.

25Q. *For my feature matches, I normally provide a scoring device to the umpire, who then serves as both umpire and scorekeeper. So do I get 4 points for this?*

25A. No, you would only get 3 points for *Umpires for featured matches*. To get points for scorekeepers, they must be different people than the umpire for the match.

26Q. *I'm giving away gift certificates and prizes worth a lot of money. Do I include their value in the Cash Prizes cell on the Sanction Request Form?*

26A. Yes, but only at 50% value. Cash Prizes, for the purposes of filling out the Sanction Request Form, which then determines the sanction fee and the number of points to be awarded for prize money on the Star Table, shall include:

Full value for cash, other legal tender, and checks

50% value for any type of gift certificate

50% of the manufacturer's retail price for any commercial product

0% value for trophies, medals, certificates, cups, plaques, and other similar awards

For example, if a tournament gave out \$500 cash, \$300 in gift certificates, table tennis equipment worth \$200, and trophies worth \$100, then the value that should be placed in the Cash Prizes cell on the Sanction Request Form would be \$750 (\$500 + [\$300 x 50%] + [200x 50%] + [\$100 x 0%]).

Chapter 4 – Duties of Officials and Playing Conditions

1. General. The appointment of a competent Referee and other officials is essential to the operation of any tournament. USATT Rules govern play in USTTA sanctioned tournaments. ITTF Laws and Regulations take precedence in some major tournaments (see Chapter 12) The ITTF Handbook for Match Officials provides guidance for Referees and umpires. The guidance in this chapter should not be considered a substitute for a thorough knowledge of the above references.

1.a. All officials should know the rules and have copies readily available at the tournament.

1.b. All officials must maintain USATT membership to serve at sanctioned tournaments.

1.c. The Officials and Rules Advisory Committee (ORAC) establishes policies and supervises qualification and performance of umpires and Referees subject to approval by the USATT Board of Directors.

2. Umpires. The USATT and ITTF have the following umpire qualifications:

2.a. USATT Club Umpire (CU) - Open book written exam.

2.b. USATT Regional Umpire (RU) - minimum of one year as CU while maintaining a record of matches umpired, followed by a timed written exam without references.

2.c. USATT National Umpire (NU) - minimum of one year as an RU while maintaining a record of matches umpired, followed by a timed written exam without references and an oral exam.

2.e. ITTF International Umpire (IU) - minimum of two years as an NU while maintaining a record of matches umpired. Candidates for IU must be nominated by the USATT to take the IU exam, which is normally given in the spring of even numbered years.

3. Referees. The USATT and ITTF have the following Referee qualifications:

3.a. USATT Certified Referee (CR). A USATT Umpire of any umpire level who has passed a written exam on the duties of the Referee.

3.b. USATT Regional Referee (RR). A USATT CR who has at least two years experience as a referee including service as referee for at least five tournaments, and passes a written examination. Candidates for RR must be nominated by the ORAC.

3.c. USATT National Referee (NR). An International Umpire who has qualified as a RR, has experience at the national level and who has passed a written and oral exam on the duties of the Referee.

3.d. ITTF International Referee (IR). An NR with Referee experience in major competition who has passed a written and oral exam on the duties of the Referee. Candidates for IR must be nominated by the USATT to take the exam.

4. Referee Requirements

4.a. For major tournaments (3 – 5 Star) see Chapter 12.

4.b. For 0-2 Star tournaments, the Referee will be a Certified Referee or higher and will be appointed by the tournament sponsoring USATT affiliate.

4.c. 0 Star tournaments may use a club or higher level umpire. Clubs should make reasonable efforts to obtain a qualified Referee

4.d. If no local person is qualified the sponsor will be advised to invite a visiting player with the proper qualification to serve as Referee. If the Referee is not from the sponsoring club it is appropriate to provide hospitality if necessary and to pay \$100-150 per day, \$150 if the Referee does the draws. Simi-

lar compensation is also appropriate if the Referee is a member of the sponsoring club.

5. Referee Responsibilities. The Referee is primarily responsible to ensure that the tournament is conducted fairly and in accordance with the rules. Specifically, the Referee:

5.a. Is the final authority on interpretation of the rules and regulations as they apply to the tournament.

5.a.1. In making decisions that are not fully covered by the rules, the Referee should consider in turn: ITTF and USATT rulings, precedent, and the rule's intent. See Guidance for Referees (Precedents) in para. 8, below.

5.a.2. Decisions of the Referee may be appealed in writing to the USATT Officials & Rules Advisory Committee (ORAC). Any action by the ORAC will serve as guidance at future events but will have no effect on the decision for the tournament in question.

5.b. Verifies that required standards for playing conditions are met and that all nets are properly adjusted before play begins. If conditions are not up to standard, s/he will direct changes to assure the best conditions possible under the circumstances.

5.c. Appoints match officials (umpires, assistant umpires and stroke counters).

5.d. Conducts an orientation for umpires, outlining any recent rules changes and how s/he expects them to be applied. The orientation should cover:

5.d.1. The service rule, the point penalty system, and any other rule that may have potential for inconsistent application.

5.d.2. How to handle medical emergencies involving bleeding (see paragraph 15. below)

5.d.3. If wheelchair players are entered, the Referee should make sure that umpires and the player's opponents are aware of the applicable rules.

5.e. Replaces match officials if s/he determines it is necessary to ensure a fair contest. An umpire should not be replaced just because a player requests it. Sometimes a player will object to an umpire who strictly enforces the rules, such as the service rule. An umpire should not be replaced simply because his correct rulings adversely affect one player more than they affect his or her opponent.

5.f. Verifies that the draws are made in accordance with the rules as covered in the appropriate chapter of the Tournament Guide. If a member of the sponsoring club, the referee should conduct the draw.

5.f.1. If from out of town, the Referee should arrive early enough to check each draw and make any necessary corrections before draws are posted.

5.f.2. If errors in any draw are detected they should be corrected in a manner that will cause the least disruption. Major errors must be corrected before play begins in the event. If the error is minor it may be allowed to stand. The Referee should advise the sponsoring club of the error and the correct draw procedure.

5.f.3. No changes to a draw may be made once play has begun in that event except as in 5.f.3.b, below.

5.f.3.a. A qualifying competition may be considered a separate event.

5.f.3.b. The USATT has authorized shifting or adding players to fill vacancies in round robin groups after play has begun. This is authorized only when all affected players are USATT members.

5.g. The Referee or a designated deputy, must be present at the tournament site at all times when matches are being played.

5.g.1. A deputy must be appointed whenever the Referee leaves the tournament site, plays a match, or umpires. The Referee cannot serve as umpire and then rule as

Referee on an appeal from a decision he made as umpire.

5.g.2. Any Umpire may serve as a Deputy Referee. The Deputy Referee should be a qualified Referee or the best qualified umpire available. While serving as Referee s/he shall have the full authority of the position.

5.h. Determines the legality of clothing and equipment. The USATT Dress Code and the red/black racket rule must be enforced at all tournaments. An exception is made for hardbats; see paragraph 9, below.

5.i. Has authority to default a player for violation of rules or regulations including failure to appear for a match, unsportsmanlike conduct, or disrespect to tournament officials, players, and/or spectators.

5.i.1. Authority to default a player for failure to appear will normally be delegated to a specific person at the tournament desk. The Referee gives specific guidance to that official and will act on any appeal of such a default. The time of default and the initial of the responsible official should be written on the match card.

5.i.2. Send a report to the USATT Ethics Committee Chair on any default other than for tardiness.

5.j. Maintains a log of all significant actions taken; as a record and possible use as precedent for later actions in that or other tournaments. Significant actions should be reported to the USATT ORAC.

6. Chief Umpire (ChU). If there are a large number of umpires available it may be helpful to appoint a ChU. The Chief Umpire:

6.a. Assigns match officials.

6.b. Acts as Deputy Referee when needed.

6.c. Assists the Referee in other duties such as checking nets and enforcement of the Dress Code.

7. Disruptive players or spectators. Referees should not tolerate players or spectators who disrupt the competition or threaten the safety of participants.

7.a. The referee should use his/her authority to default a player or ask the offending spectator to leave the area or the venue.

7.b. If the offender does not respond the facility manager or, if necessary, the police should be asked for assistance.

7.c. The referee and tournament director should make a report to the ethics committee to preclude recurrence of the disruptive behavior.

7.d. The facility manager, if not associated with the tournament club, can prohibit the offender returning to the facility. The tournament director can deny entry into future tournaments if the facility manager denies entry.

7.e. With the exception of the previous paragraph, entry to future tournaments cannot be denied if the offending player remains in good standing with USATT.

8. Guidance to Referees (Precedents). The policies in this paragraph were determined through discussions, seminars and practical tournament experience.

8.a. Non-umpired matches. The umpire, when one is assigned, is responsible for ensuring that the match is conducted fairly. The players are equally responsible for fair play in a match without an umpire. Specifically:

8.a.1. No "second chances" are allowed. A player will have only one chance to score a point. The most common situation is where another ball comes into the playing area during a rally. If a player then strikes the ball (perhaps a high set up) and misses the shot, the result of that shot must stand; the player cannot then call a let because he was disturbed. The player took a chance and doesn't get another one.

8.a.2. It is both the obligation and prerogative of a player to call all balls to his/her side, to help the opponent make calls when the opponent requests it, and to call against him/herself any ball that s/he clearly sees missed the table on the opponent's side of the table.

8.a.3. Players in a non-umpired match should attempt to resolve problems by applying the above rules and good sportsmanship.

8.a.4. Any player in a match has the right to request that the Referee appoint an umpire for that match.

8.b. Suspension of play. Any time play is suspended the match will resume from where it was suspended, with the same score and the players at the same ends.

8.b.1. Extended suspension of play. Any time play is suspended for a period of 15 minutes or longer the Referee will authorize players to warm-up before resuming the match. The warm-up will not exceed 2 minutes.

8.b.2. Other suspensions of play. If the suspension of play is more than 5 and less than 15 minutes the Referee may authorize players to warm-up before resuming the match. The warm-up will not exceed 2 minutes. If less than 5 minutes no warm-up should be permitted

8.b.3. A suspension of play for the benefit of a player to treat injury or repair equipment. Warm-up is not normally permitted before resuming play. The Referee may grant the player's opponent permission to practice on any table during such a suspension.

8.c. Player conduct. The Point Penalty System (PPS), Paragraph 11, was designed to control minor instances of poor sportsmanship. The Referee has full authority to default a player for gross misconduct whether or not the offender is playing a match.

8.d. If, in doubles, a player drops his racket and grabs his partner's racket s/he cannot win the point. The normal action of calling the Referee is not necessary. The umpire should explain the reason to the player if needed.

8.e. If a player holds the racket with both hands and touches the table with either or both hands the player does not lose a point because there is no free hand.

8.f. Once a match is completed it should not be replayed or continued.

8.f.1. If a match scheduled as best of 7 is played with the players believing that it is best of 5 and complete the match after one side wins 3 games, it is over. The players played thinking it was best of 5 and planned their tactics to win in 3. That match cannot be resumed.

8.f.2. If a match scheduled as best of 5 is played with the players believing that it is best of 7 and play until one side wins 4 games the results stand. You cannot go back to determine who won 3 of the first 5 games.

8.f.3. In round robin competition it is common to allow unrated players to compete but not to advance to the next stage if they win their group. This is permissible because it allows new players to compete. By not allowing them to advance it protects the rating events from being dominated by new players who may enter events below their skill level.

8.f.3.a. Matches of the unrated player will be used in determining the order of finish.

8.f.3.b The rated player who finishes highest in the group will advance.

8.g. If a player accidentally breaks a racket during a match the player is required to continue immediately with another racket. To avoid "gamesmanship" the Referee may dis-

qualify the original racket for the rest of the tournament.

8.h. A player is not trying to win. This rarely happens but sometimes occurs (1) to permit the player to advance to a lower group level and win a trophy or money; (2) to permit a teammate to advance after the player has secured a position or been eliminated; or (3) to share prize money.

8.h.1. An umpire that observes such conduct should warn the player under the point penalty system and report the incident to the Referee.

8.h.2. The Referee should be sure that the player is not competing to win.

8.h.3. After making a determination that action is required to ensure a fair competition, the Referee may:

8.h.3.a. Advance the player to a higher group he may have been trying to avoid.

8.h.3.b. Default the player from the event or competition.

8.h.3.c. Withhold any prize money. Prize money must be held in escrow pending any appeal.

8.h.4. If either action (default or withholding prize money) is taken it must be reported to the USATT Ethics Chair. Referee should not make any recommendation for further disciplinary action.

9. Hardbat Competition. Tournaments are encouraged to include hardbat events. The striking surface of the racket must be pips out with no sponge. No long pips are permitted. Both sides of the racket may be any color. Rubber must be on the list of USATT hardbat rubber and must be the same on both sides of the racket.

10. Umpire Requirements. Enough umpires should be available to meet tournament needs and their identity known to the Referee and Chief Umpire.

10.a. The rules provide that there is an umpire for each match. At major USA tournaments and in most parts of the country this is not done but an umpire is provided on request of any player in a match. This system is authorized and is preferable to having unqualified umpires who are only keeping score but not enforcing the rules.

10.b. Only qualified umpires may be assigned to umpire a match. If players or others who are not qualified as umpires volunteer they may be assigned as scorekeepers. Such volunteers must not be assigned umpire duties. The players must be informed that s/he is a scorekeeper and that the players are responsible for determining the outcome of each rally.

10.c. An umpire, and assistant umpire if possible, should always be assigned to all final matches and to semi-finals of major events in the tournament.

10.d. Umpires should be given some recognition and/or compensation. An umpire fee may be charged on the entry blank. Umpires can then be paid based on the number and level of matches they umpire. Higher fees can be paid based on umpire rank and/or stage of the tournament, e.g. finals. Any umpire fees collected and not paid must be sent to the USATT with the tournament report for use by the ORAC.

10.e. An umpire may be assigned to a match already started. Often players will start a match and not request an umpire until there is a dispute such as a disagreement on the score or questioning an opponent's serve, delay of the game, etc. This is the most difficult job for an umpire because s/he is going into a known disagreement. When an umpire starts a match these situations seldom occur. When umpiring a match already started the umpire will:

10.e.1. Determine from the players the facts and the service order at the beginning of the match.

10.e.2. Resolve the immediate dispute and resume play as quickly as possible. A player may have requested an umpire simply to disrupt his opponent.

10.e.2.a. If there is a conflict concerning rules, explain the rules as necessary and resume play.

9.e.2.b. If legality of serves is in question, explain the service rule, if necessary, and enforce it strictly on both players.

10.e.3. If there is a disagreement on the score, the umpire must use his/her best judgment in determining the score and resume play with minimum delay. The same solution should not be used each time or an unscrupulous player may calculate when it is to his/her advantage to contest the score and call for an umpire. Fortunately nearly all players display good sportsmanship and most disputes in score are honest disagreements. Some methods of resolving score disputes:

10.e.3.a. Determine the last score at which both players agree and play from there.

10.e.3.b. Try to determine the score from spectators, giving consideration to your knowledge of both players and spectators questioned and their possible bias.

10.e.3.c. After determining each player's opinion of the correct score, toss a coin and accept the score favored by the winner of the coin toss.

10.e.3.d. Consider your knowledge of the reputation of the players for getting into similar disputes. Players that often miscount the score frequently have an umpire assigned in the middle of a match.

10.e.4. Players have the right to request an umpire before a match begins. If they request one during a match, they are in no position to contest any method determined by the umpire for resolving the dispute.

10.f. The Referee must be alert to players who frequently request umpires after a match has started or whose opponents frequently request an umpire when playing him/her. The Referee may decide to watch a few of that player's matches and/or assign an umpire for each of those matches.

11. Point Penalty System (PPS). In 1989 the ITTF adopted, with only minor changes, the point penalty system that had been used for several years in USATT major tournaments. It was developed as a means of improving player conduct by giving Referees and umpires more effective control of unruly players. Without the point penalty system the Referee can either tolerate bad conduct or default the offender. With the point penalty, there are intermediate steps that can be taken.

11.a. The point penalty system will be used in all USATT tournaments provided qualified umpires are available to administer it.

11.b. Penalties will be imposed as follows (for each match):

11.b.1. 1st offense: Warning. The umpire should briefly display a yellow card so it can be seen by the players and interested spectators and then place it on the scoreboard.

11.b.2. 2nd offense: Loss of point. The umpire should display both a red and a yellow card, held fan like, in one hand. The point is awarded to the player's opponent. No point is taken away. Place the red card next to the yellow card on the scoreboard.

11.b.3. 3rd offense: Loss of 2 additional points. The umpire should display both a red and a yellow card. The points are awarded to the player's opponent. No points are taken away.

11.b.4. If misbehavior continues after imposition of penalties by the umpire, the umpire shall suspend play and report to the Referee.

11.b.5. The Referee will normally default the player after being called by the umpire in the above circumstance. The default may be from a match, an event, or from the whole competition (tournament).

11.c. The Referee may, at his discretion, disqualify a player for persistent unfair or offensive behavior, whether reported by the umpire or not; such disqualification may be from a match, from an event, or from a whole competition (tournament).

11.d. The Referee will normally default a player if he changes his undamaged racket during a match. The default should normally be limited to that match. The Referee may use discretion if the player is inexperienced. If points have been played with the new racket the Referee may require points or games to be replayed to provide a fair result.

11.e. Following imposition of a point (or points) penalty the serve goes to the player who should be serving at the score reached after imposition of the penalty.

11.f. The intent of the system is to deter unsportsmanlike conduct by having appropriate stages of punishment available. This authority must be used with considerable discretion. Properly used it provides an effective solution without having to tolerate poor behavior or default the offender.

11.g. Conduct which may warrant imposition of the point penalty system:

11.f.1. Delay of game; e.g. excessive toweling, deliberately hitting the ball out of the playing area, or taking excessive time between points or games.

11.f.2. Intentionally breaking the ball or hitting the table or net with a racket. (Intentional damage to a table should be handled by the Referee under para 7, above)

11.f.3. Conduct offensive to opponent, spectators, or officials; e.g. audible or visible inappropriate language or gestures, loud outbursts or remarks which tend to dis-

rupt other matches in progress, or deliberately throwing a racket.

11.f.4. Accepting coaching during a game or from anyone other than his designated coach between games. Both the coach and player should be warned at the first recognition of coaching during a game. At the second violation the umpire will direct the coach to leave the area and briefly display a red card to indicate to the coach, players, and spectators the action taken. A point penalty should not normally be assessed for coaching. Very often the player is not seeking advice even if it is given. The player should not be punished for the actions of the coach.

11.g. In evaluating "loud outbursts" the umpire must consider the total situation. We don't want to discourage competitive enthusiasm, particularly that displayed in a championship final when there are no other matches being played. In such a situation, consideration must be given to allowing reasonable expression without giving offense to spectators.

11.h. The Referee may direct umpires to call him/her when issuing a warning. This should be done whenever possible, particularly if the umpire suspects that he may have to go further in the system. This will enable the Referee to be on the scene should a player make an appeal from the umpire's imposition of a penalty point.

12. Continuity of Play. The Referee and umpires are responsible for ensuring that matches start without excessive delay for warm-up and that play is continuous except for authorized breaks such as intervals between games and the one time out per side in each match.

12.a. An emergency suspension of play may be authorized by the Referee for the shortest reasonable time in the event of injury to a player or damage to his clothing or equipment. Only one suspension of play may be given to the same player or team as a result of the same accident. For injury the maximum time to resume play or retire is 10 minutes. No

time is allowed for a damaged racket; the player should have a spare racket in the playing area or he may have one handed to him from outside the playing area. No suspension should be granted if the Referee determines that the suspension would be unduly disadvantageous to the opposing player or pair.

12.b. Under no circumstances will the players themselves make any decision as to continuation of a match. It is the duty of the umpire to determine whether the injury or damage is real or whether the player is using unsportsmanlike tactics.

12.c. Any illness or injury known at the start of a match will not qualify for a suspension of play. Likewise injury caused by the stress of play such as cramps does not justify a suspension of play. The player must play on or retire from the match.

12.c. Each player or pair is allowed a one minute time out in each match. Coaching by both sides is permitted during that time out. Play must resume when the side that called the time out is ready or at one minute, whichever is sooner.

13. Racket Control.

13.a. ITTF has approved a racket-testing device called MiniRAE. It is designed to test for volatile organic compounds (VOC).

13.b. **Recommended** enforcement policies for tournaments not using VOC detecting devices:

13.b.1. Complete re-gluing a racket at the tournament is prohibited unless new rubber is being applied.

13.b.2. If possible, a vendor should apply new rubber with an adhesive from an original container of water-based adhesive.

13.b.3. Partial gluing should be approved and supervised by the Referee. Partial regluing should be authorized only if an edge of the rubber is loose. The Referee

should see that the adhesive is from a container marked as water based.

13.b.4. Table tennis manufacturers with water-based adhesives should be taken at their word.

13.b.5. ITTF guidance is that new rubber should be aired 48-72 hours before being applied to a racket or it may fail the VOC test.

13.b.6. Players may not clean rubber with any substance during a match. Wiping water from the rubber with a dry cloth is OK.

13.b.7. The tournament should have some legal rackets for loan if practicable.

14. Playing Conditions. The following conditions are mandatory for all sanctioned tournaments.

14.a. Only USATT or ITTF approved tables, nets, and balls will be used. As few models of tables as possible should be used for a tournament.

14.a.1. In Major tournaments See Chapter 12.

14.a.2. Each make and model must be included in the entry blank.

14.a.3. Players in the highest event should not be required to play on more than one model of table.

14.b. Dimensions of the playing area.

14.b.1. The standard playing area for each match is 40 ft (12 m) long by 20 ft (6 m) wide with lights at least 13 feet high. Tables placed side by side must have at least 10 feet between tables, preferably 12-14 feet.

14.b.2. In the event that the above space requirements cannot be met, any deviation must be included in the entry blank so players are informed of the reduced playing area before they enter. The minimum playing space that will be approved for a sanctioned tournament is 30 feet long with 10 feet between tables.

14.c. The playing area shall be enclosed by curtains or other barriers to separate the playing area from adjacent playing areas and from spectators.

14.c.1. The number of tables within each playing area must be decided by the tournament committee.

14.c.2. The final matches of any tournament should be played on tables individually enclosed.

14.d. Flooring should be hardwood. Concrete, or composition flooring are also acceptable but not carpet or other cushioned surfaces. A floor mat is used at the World Championships, U.S. Open, US National Championships and some other major tournaments. This type flooring is preferred but not normally available to smaller tournaments. The type flooring must be included in the entry blank.

14.e. Lighting.

14.e.1. The light intensity measured at table level shall be not less than 300 lux and the light source shall be at least 8 ft above the floor.

14.e.2. Tables should be protected from glare from outdoor light or artificial light and also from shadows from any source.

15. Medical Emergencies. Because of the extreme health hazards that may result from contaminated blood, the following procedures are mandatory at any time a player or match official is bleeding.

15.a. The Referee will direct a suspension of play until the following actions are completed. The suspension may exceed 10 minutes if, in the opinion of the Referee, it is necessary to ensure safe playing conditions. The players should not be penalized for any delay caused by the tournament management's cleaning of the playing area.

15.b. Any player who is obviously bleeding is required to stop play until the bleeding has been completely stopped or securely covered. (A bandage may be sufficient in some cases but not all.) Bloodied playing apparel must be replaced and specific, localized bloodied playing areas cleaned.

15.c. If a match official is bleeding that official should be treated or replaced (at the discretion of the Referee) as quickly as possible. If any blood is in the playing area it must be cleaned up before resuming play.

15.d. Each tournament should have on hand surgical gloves. The gloves should be used when applying bandages and cleaning up spilled blood. Blood should be wiped from the playing area with a domestic cleaning product or 70% alcohol and disposable towels. The towels and the gloves should be put in a plastic, seal tight bag and placed in a designated container.

Chapter 5 – Tournament Preparation

1. General. A tournament committee of the proper size shall organize, publicize, and run the tournament. The committee should be large enough to share the workload, without being so large as to be cumbersome. Each member must have specific, clearly understood tasks, with the tournament director coordinating all aspects of the tournament.

2. Tournament Committee. Members of the sponsoring club should be assigned to specific functions on the tournament committee. Officers of the club, operating under the direction of the tournament director, could be assigned tasks as follows: (The functions must be done by some member of the committee).

2.a. President - Referee, if qualified in accordance with Chapter 4.

2.b. Secretary and membership chairman – Register players at the beginning of the tournament and at the beginning of the second day's play, if applicable. Someone must be designated to register players who arrive for events that start later in the day.

2.c. Treasurer – Assists in player registration as necessary and handles all financial matters, to include providing cash necessary for registration, change for refreshments, payments to umpires and writing checks for cash prize winners. If two signatures are required on checks, the tournament director should co-sign.

2.d. Program chairman – Arranges a party, if desired, and makes any necessary arrangements for refreshments at the tournament or schedules trips to local restaurants for players unable to leave the hall for meals.

3. Type and Date(s) of Tournament. This should be determined several months in advance, in accordance with an annual schedule. The schedule must be coordinated

and approved by the USATT regional sanctioning coordinator (RSC) and should be listed in the USATT magazine and on the USATT web site to give as much notice to players as possible.

4. Promotion. One member of the committee should be designated to arrange for advertising tournaments. Promotion should be scaled to the scope and objectives of the tournament and may include:

4.a. A notice in the USATT magazine and the USATT web site.

4.b. Notices in local weekly papers (recreation centers, counties, etc.).

4.c. Notices and results in the local newspaper and on local TV.

4.d. Advertisements in any of the above media.

4.e. Posters and/or exhibitions in shopping malls, sporting goods stores, city, county and school recreation centers.

5. Commercial Sponsorship. The committee member handling promotion should also obtain and coordinate commercial sponsorship when appropriate. Prior to any action to get commercial sponsorship, the committee shall establish specific objectives and requirements. No attempt should be made to obtain commercial sponsorship if such sponsorship will detract from long term table tennis promotion. Short-sighted, one shot sponsorship, is not worthwhile. Commercial sponsorship should normally be limited to the larger tournaments, in size or importance, such as two star tournaments and city or state championships. For more ideas see Appendix C.

6. Venue. Firm arrangements must be made to secure a location for the tournament. This should be done several months in advance and verified in writing, unless your club owns the

facility. An annual tournament schedule with dates and venue should be prepared and verified for availability of facilities.

6.a. Playing area. Each table should have a playing area of 20 x 40 feet, with lights at least 13 feet high. (See Chapter 4 for detailed requirements) In the event that space requirements cannot be met, any deviation must be specified in the entry blank.

6.b. Barriers 30-36 inches high should be placed around the playing area. They should be placed around each table if possible; otherwise, around groups of tables. Barriers add greatly to the appearance of the tournament and speed play by reducing “lets” caused by balls from other matches intruding into the playing area. They also reduce time retrieving balls hit outside the playing area. If there is a shortage of barriers, one 6-10 foot section between tables at each end of the playing area will stop most balls. An additional barrier between tables, even with the net, will stop balls going off the side of the table near the net.

6.c It is frequently desirable to remove some tables after the first day of a two day tournament, to provide greater distance between tables. The second day's play normally consists of late-round singles matches and may include a great number of doubles matches. One or two areas should be prepared for staging a finals program. These playing areas should be completely enclosed by barriers and should each contain a table and scoring indicator and chairs for the umpire and assistant umpire.

7. Entry Blank. See Chapter 3 – Tournament Sanction.

8. Awards. Trophies or other awards should be ordered as soon as the entry blank is completed. Request delivery of trophies one week before the tournament permitting inspection and correction of any errors.

9. Equipment. Prepare an equipment list and include the person responsible for each item (see example, page 5-4).

10. Receipt Of Entries. As entries are

received, the tournament director should verify the player rating and membership status from the rating list or web and underline the players on the rating list. This is not necessary if you are using a computer program. It is a good idea to record when each entry is received. It can be useful for future tournaments if you are nervous about entries not arriving.

10.a. The USATT Ratings Chairman (USATT Headquarters) should provide a current rating list of regional players before the entry deadline. In the computer age, ratings can be found on the USATT web site. For a closed tournament, such as a state closed, the rating list provided can include only players from the state. The club must request the rating list and must include what area from which players are expected.

10.b. As entries are received, record the USATT number of each player. When all entries are received assign a number for any player without one. The list should be alphabetically by last name. New players should be assigned numbers in in order beginning with 999901, 999902, etc. Numbers should be included with the name on each draw sheet.

10.c. Entries should be acknowledged by email or phone as soon as rating and membership are confirmed. Acknowledgement should include date of ratings to be used. Consider whether or not to provide information on the draw with the acknowledgement. Showing the players who have entered can draw additional entries. However, if prize money is offered, some players may come up with late emergencies if several stronger players are entered to knock them out of the money.

11. Draw. The draw should be conducted at least two days after the entry deadline, to allow for late arrival of entries that were mailed "on time". Draw procedures are covered in Chapters 6 “Draw Procedures for Single & Double Elimination” and Chapter 7 “Round Robin Competition”.

11.a. The draw should normally be held on Wednesday before a weekend tournament. This will allow completion of all necessary paperwork on Thursday, without interfering with a Friday night setup.

11.b. If the person making the draw (preferably the referee) has time the draw can be done on Friday after getting the latest ratings from the web.

11.c. Time scheduled tournaments.

11.c.1. The draw should be held earlier (Monday), with the time scheduling and paperwork completed by Friday.

11.c.2. For small tournaments, it is a good idea to prepare a time schedule for use by the desk crew, but don't publish it until you are confident that it will work. Players like to know when they will play. However, they are likely to get more upset if you get behind schedule than if you don't announce the schedule. After running the same tournament more than once, you should be comfortable with publishing the schedule.

11.d. Computer draw.

11.d.1. If the draw is to be done by computer, times can be adjusted based on the requirements dictated by the computer availability and experience with the system. Unless you are very experienced and have very reliable equipment, a computer draw should be scheduled early enough to permit drawing by hand in the event there are unforeseen problems. See Chapter 6, Paragraph 3, Computer Programs for limitations.

11.d.2. If a computer is available the draws should be printed by computer even if done by hand. Computer forms in MS Excel are available in Chapter 10, "Computer Operations" on the CD with this Guide or are downloadable from the web *Tournament Guide*.

12. Setting Up. Invite people by name to help. An open invitation to "Come help set up" doesn't get results. A personal invitation is harder to turn down. Depending on your club situation you might consider:

12.a. Paying or waiving entry fees for a set-up crew, consisting of either adults, older junior players or both.

12.b. Providing a free clinic for the set-up crew.

12.c. If you are setting up the night before the tournament and the tables will be used for practice that night, leave the nets off until the whole area is set up. People will be more willing to help get ready so they can get in some practice.

Sample Equipment List

✓ <input type="checkbox"/>	No.	Item	Person Responsible
<input type="checkbox"/>	___	Table tennis tables	_____
<input type="checkbox"/>	___	Nets & brackets	_____
<input type="checkbox"/>	___	Administrative tables	_____
<input type="checkbox"/>	___	Chairs	_____
<input type="checkbox"/>	___	PA set	_____
<input type="checkbox"/>	___	Draw sheets (desk & wall)	_____
<input type="checkbox"/>	___	Blank draw sheets (doubles, etc)	_____
<input type="checkbox"/>	___	Match cards	_____
<input type="checkbox"/>	___	Coin/Dice for additional draws	_____
<input type="checkbox"/>	___	Match control sheet	_____
<input type="checkbox"/>	___	Clipboards (1 per table +1)	_____
<input type="checkbox"/>	___	Pencils	_____
<input type="checkbox"/>	___	Highlighters	_____
<input type="checkbox"/>	___	Felt tip pens (black & colored)	_____
<input type="checkbox"/>	___	Wide tip pens (black & colored)	_____
<input type="checkbox"/>	___	Tape for posting draws	_____
<input type="checkbox"/>	___	Cellophane tape	_____
<input type="checkbox"/>	___	Masking tape	_____
<input type="checkbox"/>	___	Scissors	_____
<input type="checkbox"/>	___	Entry/rating list	_____
<input type="checkbox"/>	___	Player entry forms	_____
<input type="checkbox"/>	___	Membership receipts	_____
<input type="checkbox"/>	___	USATT Tournament Guide	_____
<input type="checkbox"/>	___	Table Tennis Rules	_____
<input type="checkbox"/>	___	Entry blank	_____
<input type="checkbox"/>	___	Dozen balls; brand _____ Color _____	_____
<input type="checkbox"/>	___	Table numbers	_____
<input type="checkbox"/>	___	Net gauges	_____
<input type="checkbox"/>	___	Stop watches	_____
<input type="checkbox"/>	___	Scoreboards	_____
<input type="checkbox"/>	___	Barriers _____ feet or number	_____
<input type="checkbox"/>	___	Refreshments	_____
<input type="checkbox"/>	___	Computer; paper; extra print cartridge(s)	_____
<input type="checkbox"/>	___	Cleaning alcohol	_____
<input type="checkbox"/>	___	Surgical gloves	_____
<input type="checkbox"/>	___	Ziplock bags	_____
<input type="checkbox"/>	___	_____	_____

Chapter 6 – Draw Procedure, Elimination Formats

1. General. The draw is one of the most important elements of a successful tournament. The two principles of the draw are to systematically select and separate seeded players and to separate, as far as is possible, players from the same home town. Nothing is more discouraging to a player than to drive 200 miles or farther, to play his neighbor in the first round of a tournament event..

2. Preparation. Prior to the draw, the tournament director will prepare the following:

2.a. An entry list with USATT membership number, name, rating, city/state. The rating list provided by the USATT ratings chairman may be used, with unrated players added in alphabetical order at the end of the list (example list, page 6–7). The list should also include the events the player has entered. Underline or highlight players entered.

2.b. A separate copy of entries for each event, with the above information listed by city/state and arranged in rating sequence from high to low (Example page 6–6). The player's USATT number is needed on draw sheets only if two or more players have the same last name. The entry list should include the USATT number for all players, if they are members.

2.c. Draw sheets for each event, with byes placed based on the number of entries. See examples beginning on page 6-11.

2.d. Computers are now available to most tournament committees. They are very useful in preparing and organizing the entry list, alphabetically, by rating, by event, by city or club. Lists can be prepared, with the information in the order desired, for various aspects of the draw. Many clubs have written programs to do the draws. Computer draws must comply with the procedures described in this chapter.

2.e. It is customary to conduct draws in order, from the highest event (Championship) to lowest (Novice). This procedure provides minimum impact if changes are necessary

to avoid players meeting more than once in the first round of different events.

3. Computer Programs. (see Chapter 10) There are several computer programs designed for running tournaments. Each program is different. Some programs take you from player entry, draws, printing match cards, through the final tournament report.

3.b. The referee is responsible for the draw and must ensure that any draw done by a computer complies with the appropriate procedures, including geographical separation.

3.c. When selecting a tournament computer program, you must ensure that the computer draw can be changed by the referee to conform to draw procedures specified in this chapter.

4. Seeding. Seeding for open tournaments with players from associations other than USATT or Canada will be based on the latest ITTF Ranking list. For most US tournaments including only US and Canadian players, seeding will be based on the latest USATT rating list (unless otherwise notified in the entry blank). Unrated players of known (estimated) ability may be seeded, if necessary to provide a fair draw. For further details of drawing an international event, refer to the "ITTF Handbook for Tournament Referees."

4.a. Seeding must be done using the latest rating list provided by the Ratings chairman or from the Web. Tournaments may establish rating cut-offs based on a specific list in an issue of the National Publication or a date. Nevertheless, the latest ratings must be used for seeding, even if the top seed in an under 1600 event is rated 1640.

4.b. ITTF Regulations permit seeding as many players as there are in the first round of the draw (excluding preliminary rounds).

4.c. Where prize money is awarded, players should be seeded to the round before the money awards, e.g. if there is prize money to semi-finalists, then you should seed at least 8 players (to the quarter finals). If there is prize money to the round of 8, then seed at least 16.

4.d. In double elimination, seeding is not required. If you do seed, seeding two players is recommended.

4.e. In progressive elimination use seeding procedures as for single elimination

5. Geographical Separation. Geographical separation prevents players from the same area meeting in early rounds.

5.a. Separation can be by club, city, state or other area. Club is the preferred separation level.

5.b. Organize players by club/ city/state in rating order.

5.c. The #1 and #2 players from each club go in opposite halves

5.d. #3 and #4 from the same club are drawn into quarters not already occupied by players from that club.

5.e. Continue the draw using the same procedures as for seeding.

5.f. For larger tournaments the area for separation should be large enough to include players who normally compete against one another, e.g. cities rather than clubs.

5.g. The sponsoring club normally has a very large number of entries and should get lowest consideration for separation

6. Draw Sheets.

6.a. Draft draw sheet. The last (pink) copy of the USATT multi-part form should be detached and used as a draft. As names are drawn to particular lines, they will be entered in pencil with the following information: last name, first name, rating, *membership number* and city/area. The city/area is included only on

the draft copy and is used to assist in separating players from the same home town. As names are entered on the draw sheet, they are lined out on the list of players organized by city.

6.b. See page 6–7 for procedures to preclude players meeting in the first round of more than one event.

6.c. Official draw sheet. Upon completion of the draw, two copies of the draw sheet will be prepared (preferably typed or computer generated): one for the control desk and one for the wall. Use of the USATT multi-part form makes preparation relatively simple.

6.d. The last name, first name and rating must be shown. If two or more players have the same last name, the player number must be shown on each draw sheet, even if the players are not in the same event.

7. Draw for Single Elimination Events. (Example draw sheets beginning on page 6–11). The top players should be spread (seeded) throughout the draw in order to provide each section with the same number of seeded players as nearly as possible.

7.a. If an event includes players from foreign associations other than Canada, **association** will be used in place of or in addition to **city or club** in preparing the draw.

7.b. Random selection may be made by a coin toss or other method. One method is wooden dice, each marked to indicate upper (U) or lower (L) part of the draw. Markings can include U, L, UU, UL, LL, LU on each die. If two dice are used, they should be marked by numbers to indicate the order of reading. Another optional method is a computer generated random number list of numbers 1 through 4 or 1 through 8.

7.c. The highest seed (#1) goes on the top line of the draw sheet, #2 on the bottom line.

7.d. Players rated #3 & #4 highest, if from the same city as #1 or #2, are placed in

the opposite half of the draw, on the lines indicated 3. If geographical separation is not required, they are placed by lot (to lines 3). The #3 & #4 players are considered equal #3 seeds. On the final draw sheet, the seeding number is 3.

7.e. Players #5 through #8 are placed in the same manner; geographical separation from higher seeded players, if appropriate, or by lot, to the lines indicated 5. On the draw sheet they are all shown as 5

7.f. Players #9 through #16 (9) are placed using the same procedure; then players #17 through #32 (17), etc. until the draw is completed.

7.g. Seeded players are entitled to 1st round byes in the order of their seeding. Changes in the distribution of the byes from the preliminary draw sheets is not done because all seeds with the same seeding level are considered equal in the draw.

7.h. Drawing players to specific lines on the draw sheet. Draw in rating order from the largest group (city/club), separating them as far as possible; e.g. if there are four players from one city, one should be drawn into each quarter of the draw, considering seeded players already drawn. The second highest rated player from a city should be drawn into the opposite half as the top player from that city. The #3 & #4 rated players from a city should be drawn into quarters not occupied by #1 & #2 from that city. If there are additional players from the same city, they are drawn into eighths not occupied from their city, etc. until all players from that city are drawn. The next largest group will then be drawn in the same manner. In considering the size of a city group, it must be based on the number entered in each separate event.

8. Draw for Double Elimination Events . (Example draw sheets, pages 6–14 and 6–15). Except for the smaller number of players seeded, the procedures are the same as for single elimination.

8.a. All matches should be best of 5 games.

8.b. Priority of play should be given to matches in the losers bracket. Otherwise, when you get to later rounds, there will be a delay to catch up.

8.c. When the winner of the winner's bracket plays the winner of the loser's bracket, a second match between the finalists must be played if it is the loser's first loss.

9. Draw for Progressive Elimination Events.

9.a. Draw as for single elimination.

9.b. Progression of winners and losers is shown beginning on page 8-16.

10. Draw for Combined Round Robin and Single Elimination Events. Conduct the draw based on the format for the preliminary stage, e.g. round robin or single elimination.

11. Handicap Competition. By using the USATT rating system, it is theoretically possible to establish a handicap based on ratings, so that players of widely different skills can play an "even" match.

11.a. The forms common to the handicap event are single games to 21, 31, 41 or 51 points. Handicap events are not rated, so do not send the draw sheets to the rating chairman.

11.b. The lower rated player starts each game with his/her score based on the assigned handicap. The toss of the coin, for serve and ends, remains the same as for any other match. The serve can change after 2 or 5 points, which must be specified. If player A has a 3 point handicap, wins the toss, and elects to serve. He/she would start 3-0 and serve only 1 point before the service change if you are changing after 2 points or serve 2 points if you change after 5. Charts for determining handicaps begin on page 6–8.

12. Alterations to the Draw.

11.a. Before the draw is posted:

11.a.1. To avoid players meeting in the first round of several events. If possible players, should not meet in the first round of more than one event. The number of events entered and the size of the draw will be considered in determining whether to move a player. If a decision is made to move a player, the lower rated player shall be moved. He will then be moved to another match on the draw sheet, in keeping with the above procedures.

12.a.2. Late entries. The decision to accept late entries rests with the tournament director (subject to approval of the referee). Late entries will not be entered into any event in which they would have been seeded, unless there are vacancies in seeded positions. If there are vacancies in seeded positions the entries eligible for seeding will be drawn in rating order to available seeded positions. Unseeded late entries may be added by random draw to unoccupied lines on the draw sheet. Priority of byes to seeded players and geographical separation shall be maintained.

12.a.3. Withdrawal of several seeded players from the same side of the draw. If withdrawal of a significant number of seeded players would upset the balance of the draw, the entire event(s) should be redrawn, if time permits. As a last resort, the remaining seeded players may be renumbered and redrawn without disturbing the other names on the draw sheet. Any redrawing is at the discretion of the referee and is not required, but is authorized.

12.b. After the draw is posted, no change may be made without the consent of the tournament management committee. This shall not be construed to prevent the referee requiring a change to be made to correct a major error in the legality of the draw. The referee should check the draw before it is posted. If that is not possible, he should check it as soon as possible and certainly before play begins in the event.

12.c. After play has begun in an event, no change may be made in the draw, except as authorized in para 11.d., below. In multiple stage events, such as a round robin followed by single

elimination, each stage of the competition is considered separately for this purpose.

12.d. In USATT events only it is permissible to move or add players to fill vacancies in round robin groups. It is not required to be done but, if the groups are small, it permits more matches rather than having defaults result in single elimination or even advancing the only player by default into the next stage. This paragraph is contrary to ITTF regulations but is approved by the USATT for domestic competition.

13. Match Cards. When the draw is completed, match cards should be prepared by the committee, if not done by computer. For all matches in round robin events and the first round in elimination events, the match cards should be completely filled out to include the first and last names of players. For other rounds in single elimination events they should be filled out as completely as possible to include the round and match number. An alternate procedure for round robin groups is to give a copy of the draw sheet for each group to the top player in the group and require the players to record results directly on that draw sheet. If this procedure is used, the referee or his representative must review each draw sheet when it comes in to assure completeness and accuracy.

13.a. To speed posting of results, match cards should be prepared in different colors for different events. If this is not possible, a broad colored mark should be made above the round and match number.

13.b. The desk and wall copies of the draw sheet should be conspicuously marked with the appropriate color.

13.c. Colors are assigned to minimize duplication during the same playing period.

13.d. See Example match cards, beginning on page 6-14.

Sample Rating List

USATT	Name	Rating	State	DOB	Sex	Expiration	Last Played
82489	Arabov, Iliyan	1835	AL	####	M	####	####
32590	Charles, Allan	2206	GA	####	M	####	####
71253	Chan, Kin	1818	AL	####	M	####	####
5049	Cooper, George T.	1765	GA	####	M	####	####
46800	Dailey, Tommie	1779	GA	####	M	####	####
**	* * * * *	**	**	**	**	**	**
91526	Dave, Amit	664	GA	####	M	####	####
74788	Desai, Phil N	2017	FL	####	M	####	####
57866	Dickson, Roger	1576	TN	####	M	####	####
**	* * * * *	**	**	**	**	**	**
30052	Echols, Gerald	1614	GA	####	M	####	####
73802	Faria, Essie	1256	FL	####	F	####	####
35305	Girdner, David C.	1721	TN	####	M	####	####
75977	Gonzalez, Barnabas	2095	AL	####	M	####	####
**	* * * * *	**	**	####	M	####	####
21292	Handoko, Liedy	2104	TN	####	M	####	####
80212	Hu, Brian	2115	GA	####	M	####	####
29329	Joseph, Fabrice	1605	FL	####	M	####	####

Shading indicates highlighting on the rating list

14. New Players

14.a. Records added – Not on the rating list – ratings shown are recommended ratings after the tournament.

14.b. The tournament director should make a conscientious effort to estimate a play-

er's rating. A league rating based on the USATT rating system may be used; an estimate by an experienced coach; or a comparison of wins and losses against rated players.

MBR #	NAME	RATING	ST	ZIP	DOB	SEX	Exp
999901	<i>Mittaplli, Ajay *</i>	601	GA	30339	####	M	<i>TP \$20</i>
999902	<i>Morris, Gary *</i>	1316	GA	30189-2476	####	M	<i>New \$75</i>
999903	<i>Morris, Levi *</i>	721	GA	30101	####	M	<i>New \$75</i>
999904	<i>Nie, Haiqing *</i>	1320	GA	30092	####	M	<i>TP \$20</i>

The following chart is a partial list of players organized by city/club to ensure proper geographical separation. Organization by rating within each event enables quick identification of seeds and elimination of players who have entered events for which their rating is too high.

#	USATT	Name	Rating	Club	CH	U2100	U1900	U1700
2	32590	Charles, Allan	2206	AGTTA	CH			
9	5049	Cooper, George T.	1765	Fayette Co	CH	U21		
10	46800	Dailey, Tommie	1779	Bumpnerts	CH	U21	U19	
13	16951	De Souza, Kwaovi Didi	2187	AGTTA	CH			
23	75977	Gonzalez, Barnabas	2095	Bumpnerts	CH			
**	**	* * * * *	**	**	**	**	**	**
3	81015	Chen, Brent	2038	AGTTA		U21		
18	30052	Echols, Gerald	1614	AGTTA			U19	U17
28	21292	Handoko, Liedy	2104	Memphis	CH			
**	**	* * * * *	**	**	**	**	**	**
15	57866	Dickson, Roger	1576	Newgy		U21	U19	U17
21	999902	Franz, Joseph	1765	Charlotte		U21	U19	
22	35305	Girdner, David C.	1721	Knoxville		U21	U19	
32	80212	Hu, Brian	2115	AITTA	CH			
34	84981	Huang, Ping	1865	Auburn			U19	

– This player number is assigned from the alphabetical listing. The number has nothing to do with the rating system and should not be placed on final copies -of draw sheets.

15. Avoiding Multiple First Round Matches Between the Same Players.

15.a. Prepare the city/area listing for all players as shown above with the events they have entered, and your tournament player number.

15.b. When making the draw, assign one person as a recorder. After the draw is made for the first event, have the recorder go down the draw sheet and, using a control sheet similar to the one below, record the player number of each player's opponent on line with the player number under the name of the event.

While making the draw, write in the player number on the draft copy of the draw sheet.

15.c. As you draw for the other events, start the draw in accordance with the procedures in this chapter. When you draw the second player to a match, call out the number of the players. The recorder will check the chart to see if those two players have been drawn to meet first in another event. If not, write the second player in; if they have already been scheduled for a first round match against each other, draw the second player to another line.

#	Rating	Name	CH	U2100	U1900	U1700	Novice
70	2135	Stirbu, Petro	36,31,13				
17	2020	Cooper, George	48,57,86	63,57,90			
48	1963	Leparulo, Willy	17,57,86				
36	1915	Hamilton, Terry	15,11,4	83,5,79			
58	1630	Morris, James				50,53,49	
73	1604	Sysomboun, Edmon	60,32,29	77,74,86	63,5,90		

**Handicap Chart
21 Point Game**

Point		Handicap	
Differential			
0	- 12		0
13	- 31		1
32	- 56		2
57	- 87		3
88	- 124		4
125	- 161		5
162	- 198		6
199	- 249		7
250	- 300		8
301	- 351		9
352	- 412		10
413	- 524		11
525	- 624		12
625	- 724		13
725	- 824		14
825	- 924		15
925	- 999		16
1000	up		17

**Handicap Chart
31 Point Game**

Point		Handicap	
Differential			
0	- 8		0
9	- 23		1
24	- 47		2
48	- 72		3
73	- 99		4
100	- 128		5
129	- 157		6
158	- 196		7
197	- 235		8
236	- 278		9
279	- 321		10
322	- 370		11
371	- 419		12
420	- 468		13
469	- 517		14
518	- 566		15
567	- 615		16
616	- 664		17
665	- 713		18
714	- 762		19
763	- 811		20
812	- 860		21
861	- 909		22
910	- 958		23
959	- 999		24
1000	- up		25

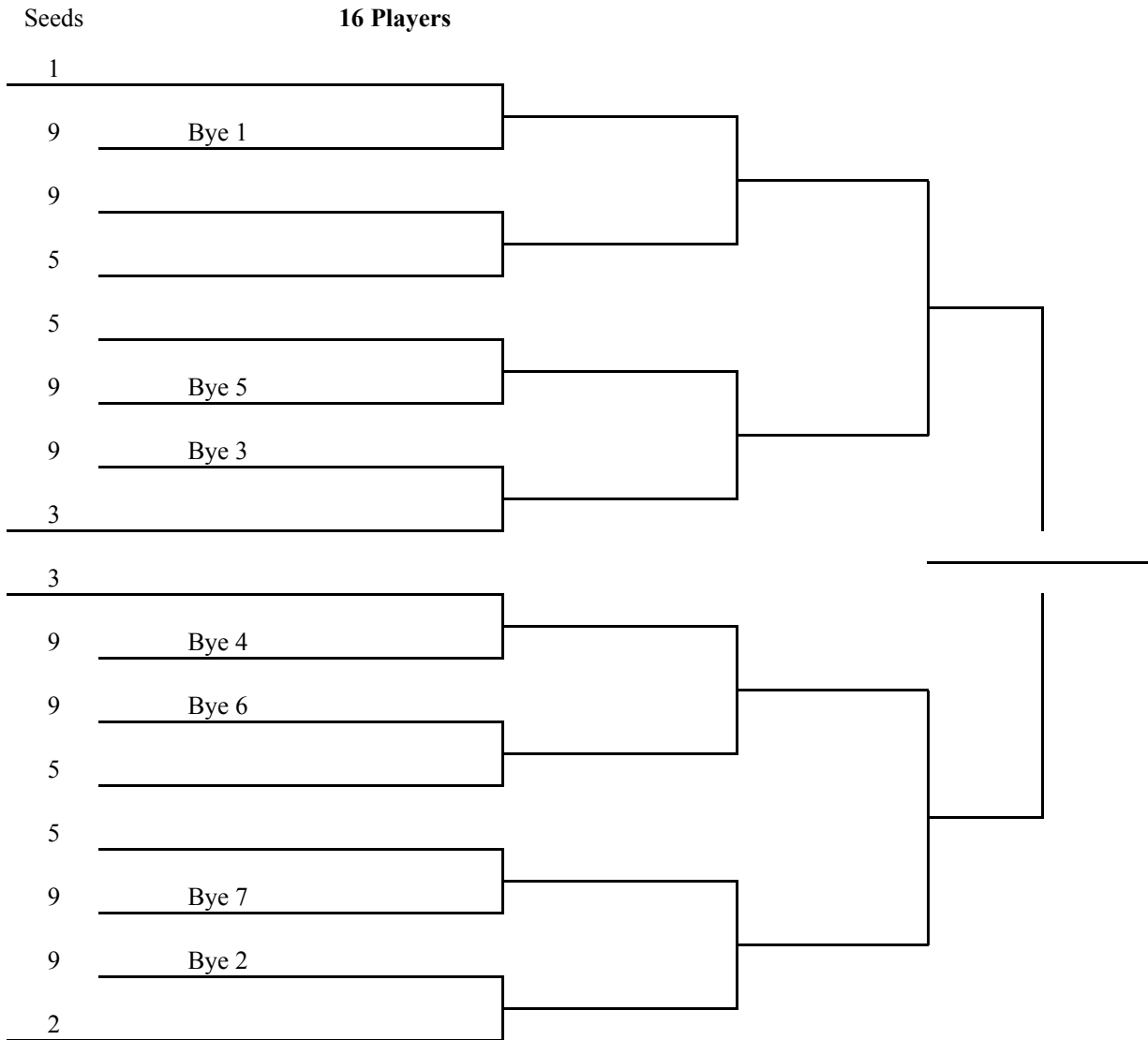
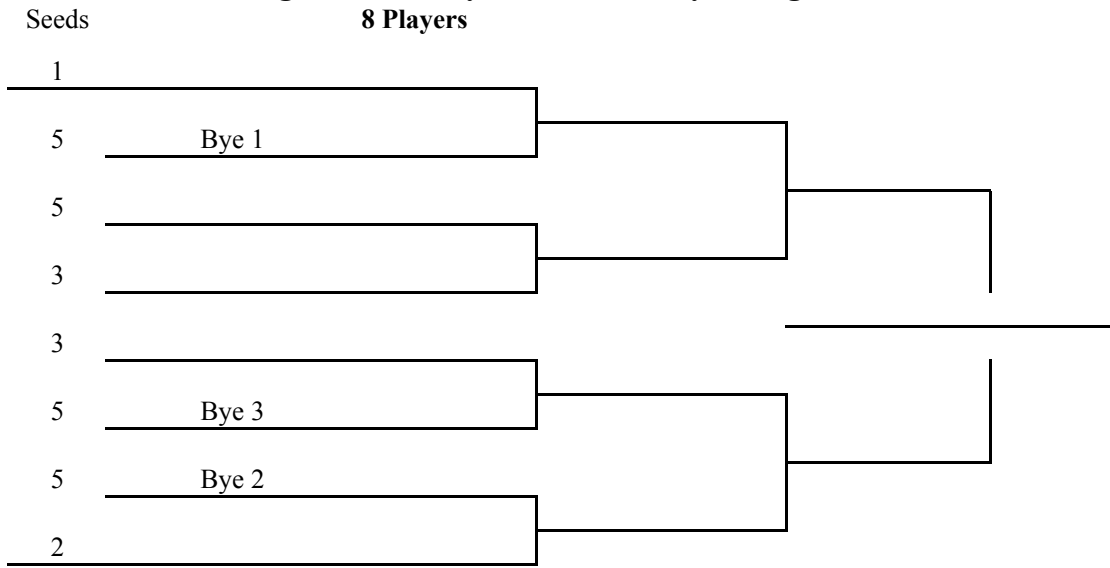
Handicap Chart 41 Point Game

Point Differential				Point Differential			
0	-	6	Handicap	0	333	-	366 Handicap 17
7	-	18	Handicap	1	367	-	399 Handicap 18
19	-	31	Handicap	2	400	-	436 Handicap 19
32	-	47	Handicap	3	437	-	472 Handicap 20
48	-	56	Handicap	4	473	-	512 Handicap 21
57	-	72	Handicap	5	513	-	551 Handicap 22
73	-	87	Handicap	6	552	-	594 Handicap 23
88	-	106	Handicap	7	595	-	636 Handicap 24
107	-	124	Handicap	8	637	-	687 Handicap 25
125	-	146	Handicap	9	688	-	727 Handicap 26
147	-	167	Handicap	10	728	-	776 Handicap 27
168	-	192	Handicap	11	777	-	824 Handicap 28
193	-	216	Handicap	12	825	-	876 Handicap 29
217	-	244	Handicap	13	877	-	927 Handicap 30
245	-	271	Handicap	14	928	-	964 Handicap 31
272	-	302	Handicap	15	928	-	999 Handicap 32
303	-	332	Handicap	16	1000	up	Handicap 33

Handicap Chart 51 Point Game

Point Differential				Point Differential			
0	-	4	Handicap	0	308	-	331 Handicap 22
5	-	17	Handicap	1	332	-	355 Handicap 23
18	-	30	Handicap	2	356	-	379 Handicap 24
31	-	43	Handicap	3	380	-	403 Handicap 25
44	-	56	Handicap	4	404	-	427 Handicap 26
57	-	69	Handicap	5	428	-	462 Handicap 27
70	-	82	Handicap	6	463	-	497 Handicap 28
83	-	95	Handicap	7	498	-	532 Handicap 29
96	-	108	Handicap	8	533	-	567 Handicap 30
109	-	121	Handicap	9	568	-	602 Handicap 31
122	-	134	Handicap	10	603	-	637 Handicap 32
135	-	147	Handicap	11	638	-	672 Handicap 33
148	-	160	Handicap	12	673	-	707 Handicap 34
161	-	173	Handicap	13	708	-	742 Handicap 35
174	-	186	Handicap	14	743	-	777 Handicap 36
187	-	199	Handicap	15	778	-	812 Handicap 37
200	-	212	Handicap	16	813	-	847 Handicap 38
213	-	231	Handicap	17	848	-	882 Handicap 39
232	-	250	Handicap	18	883	-	999 Handicap 40
251	-	269	Handicap	19	1000	-	1199 Handicap 41
270	-	288	Handicap	20	1200	-	1399 Handicap 42
289	-	307	Handicap	21	1400	-	up Handicap 43

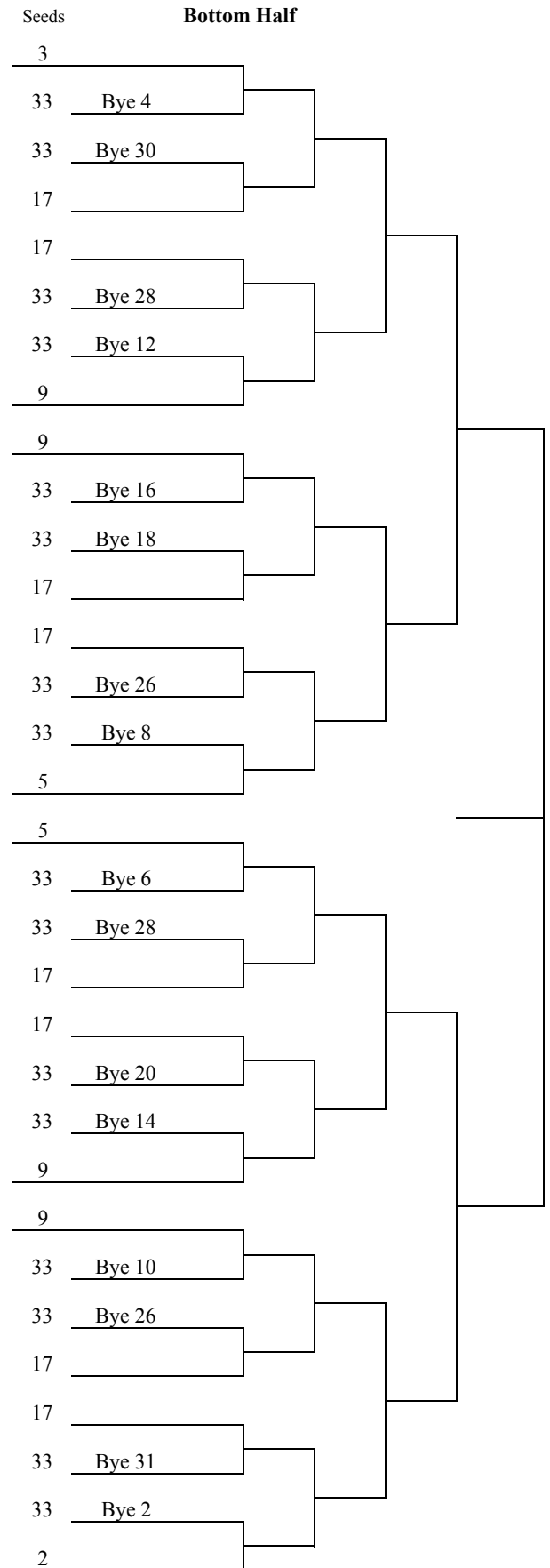
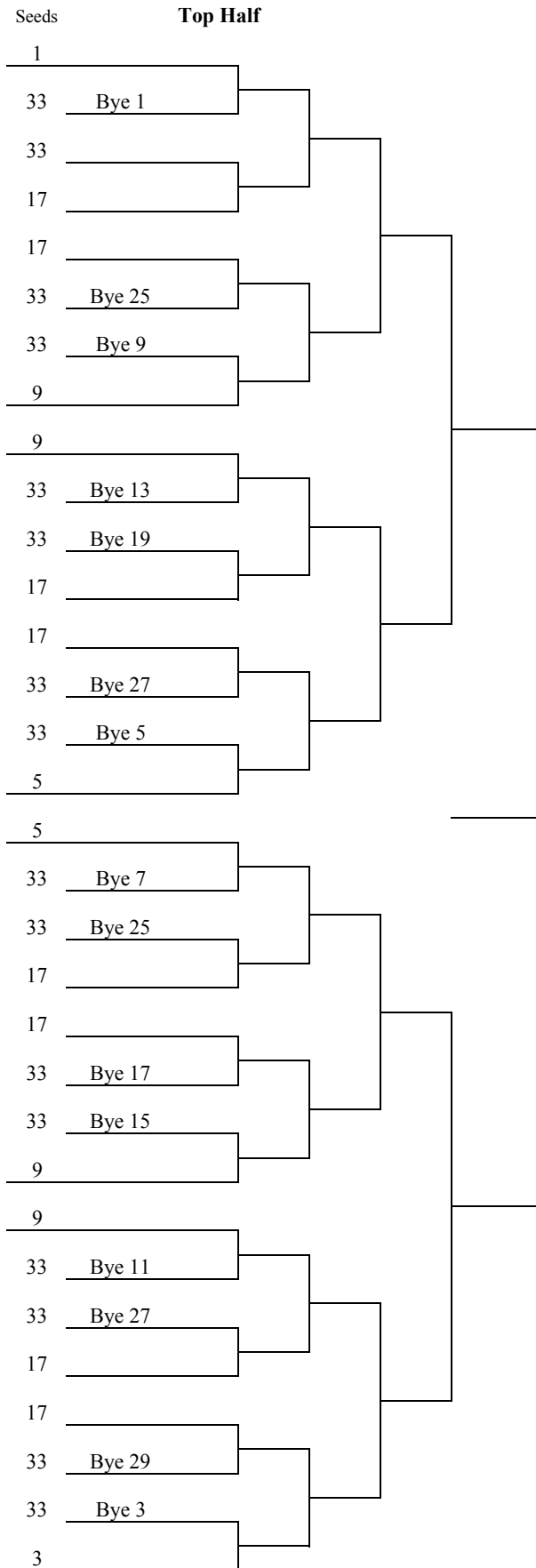
Placing Seeds and Byes, 8 and 16 Player Single Elimination



Placing Seeds and Byes, 32 Player Single Elimination

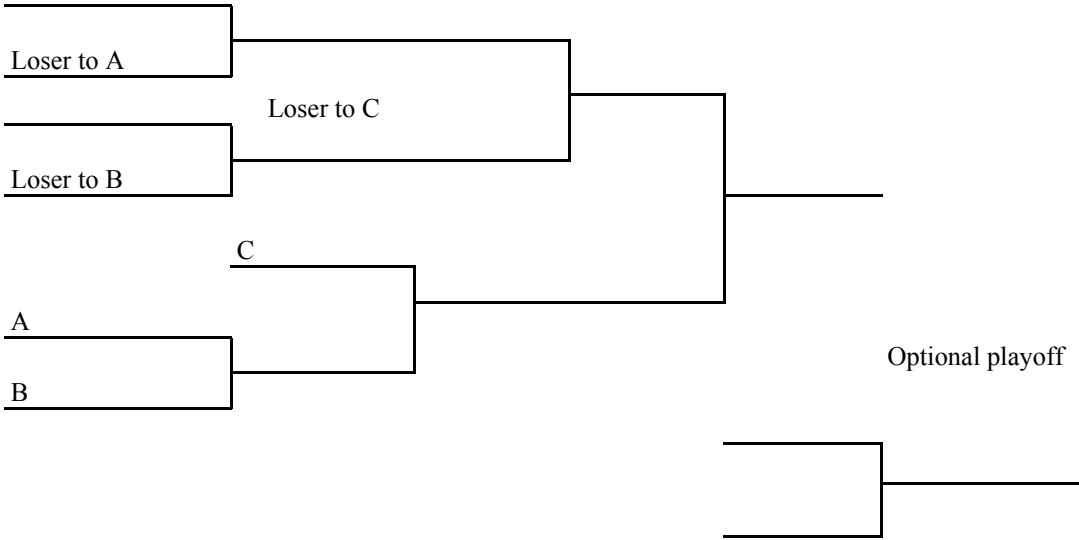


Placing Seeds and Byes, 64 Player Single Elimination

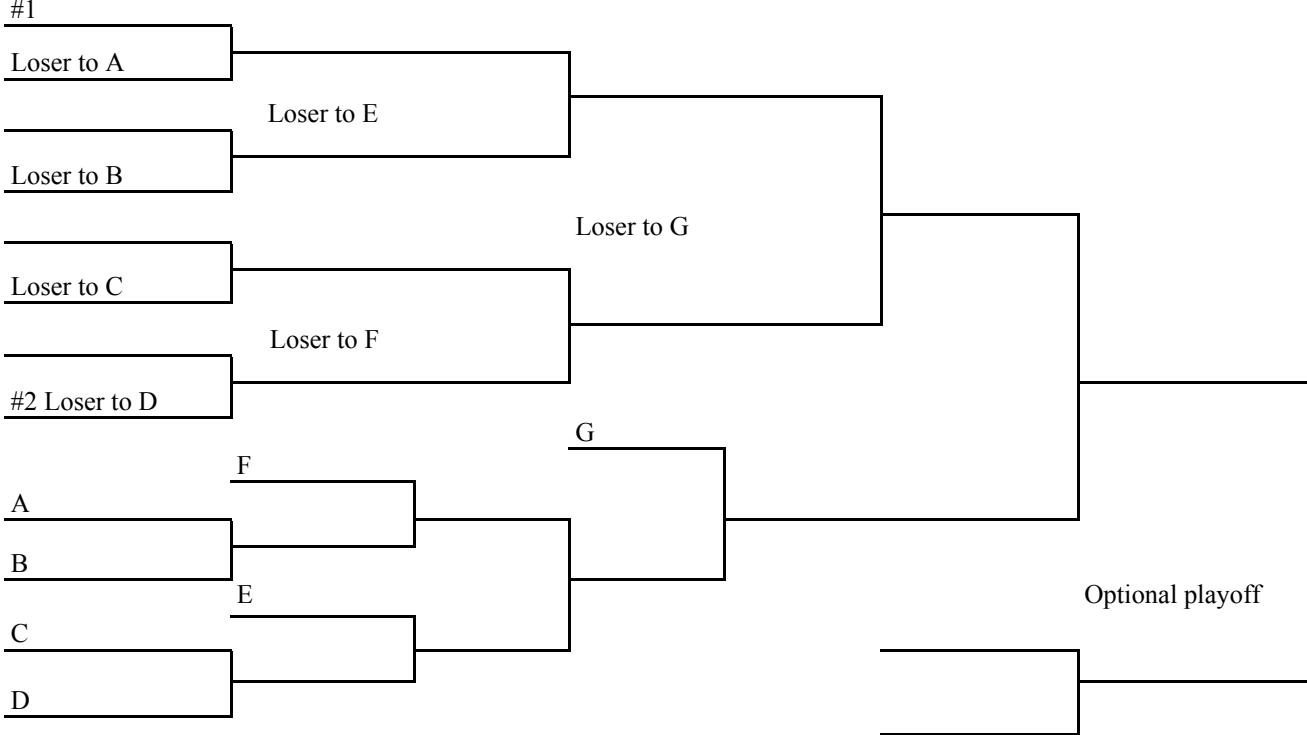


Double Elimination Format

4 Players

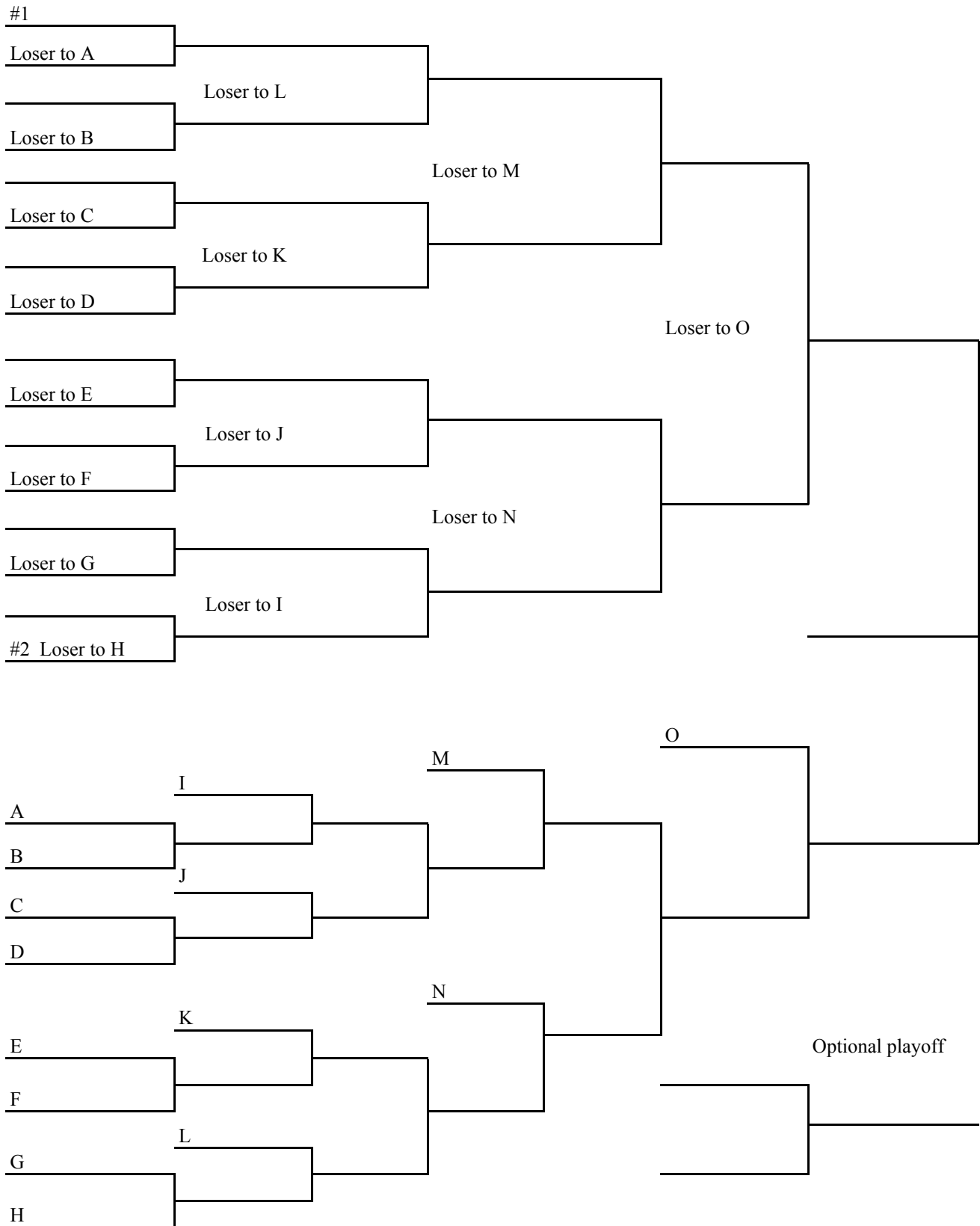


8 Players

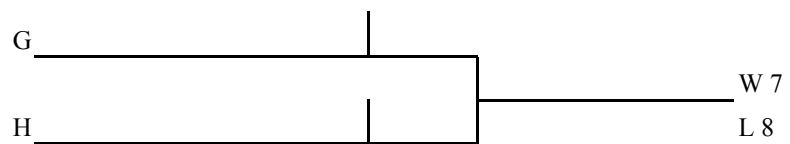
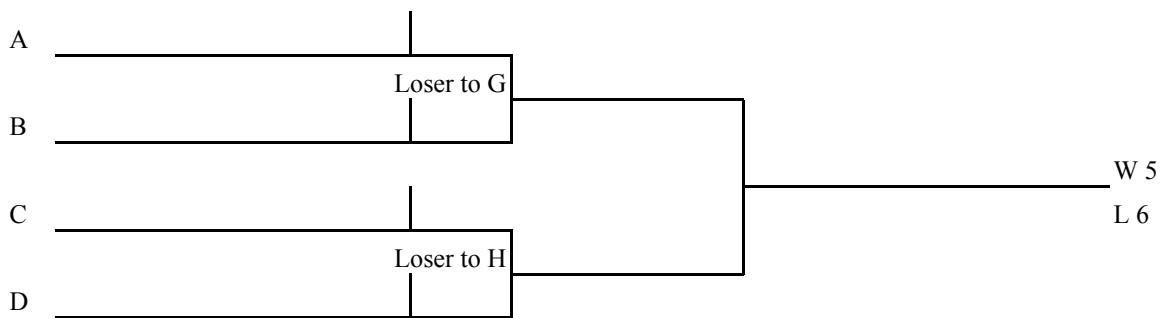
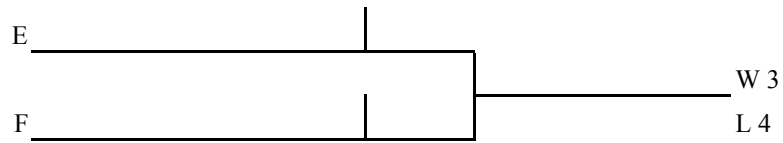
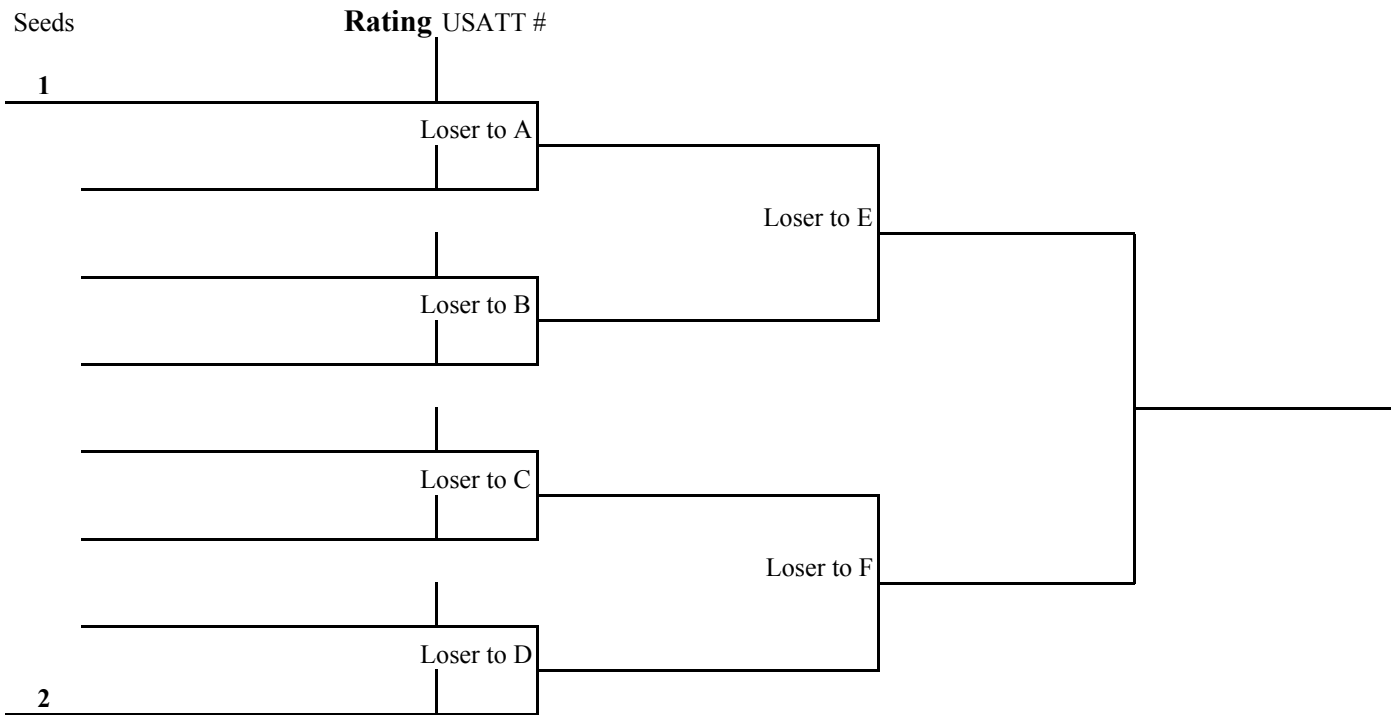


Double Elimination Format

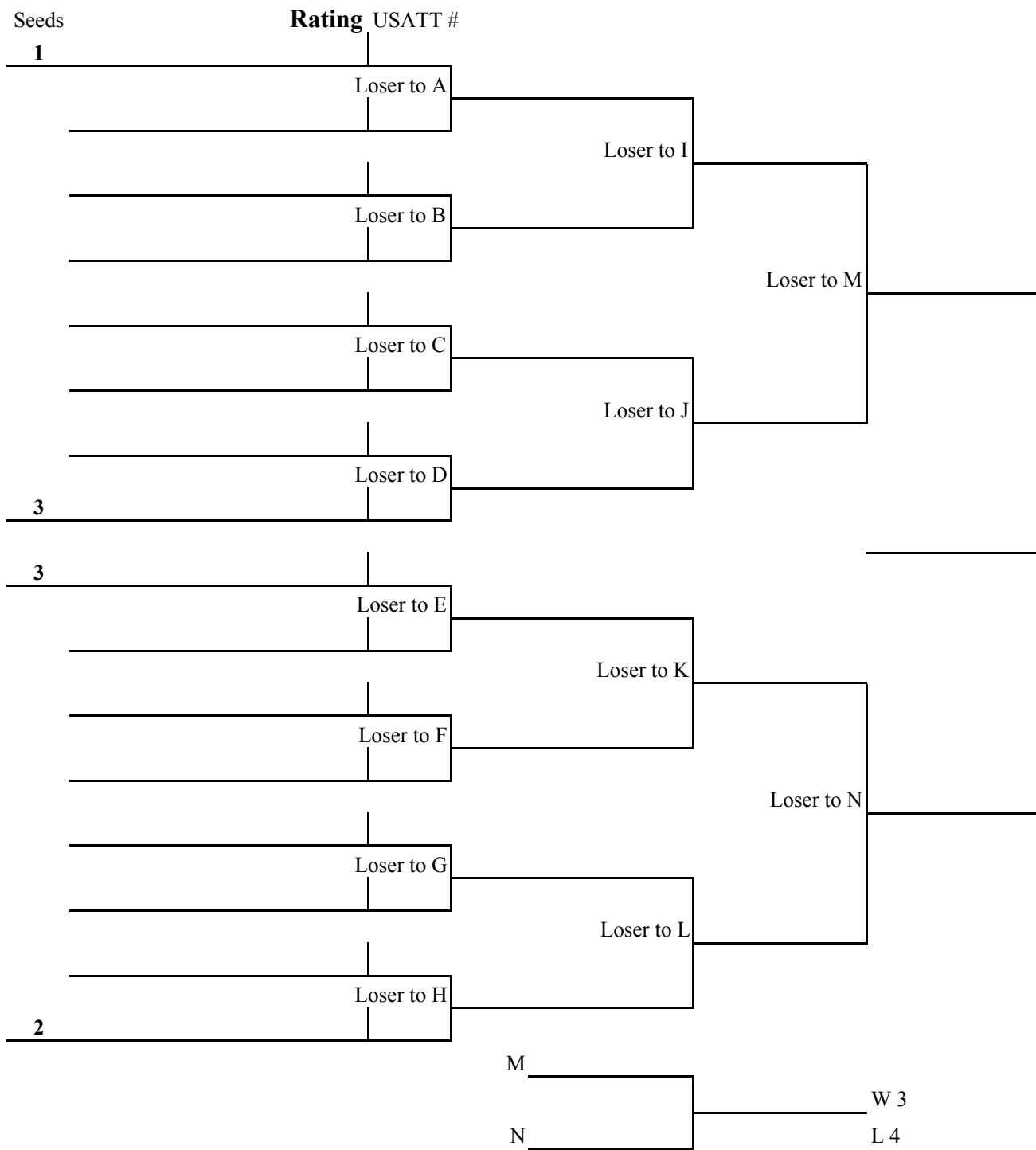
16 Players



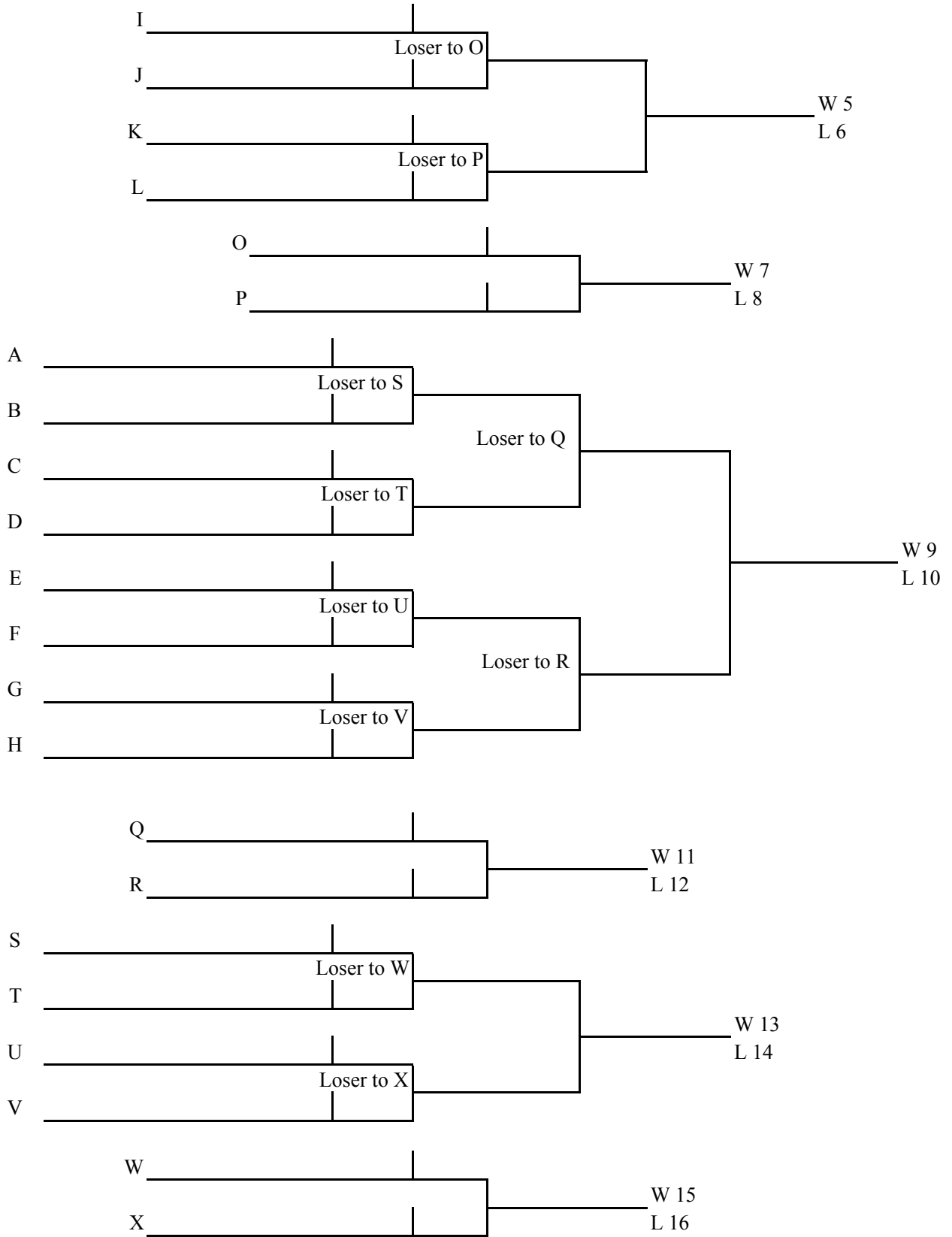
Progressive Elimination Format 8 Players



Progressive Elimination Format 16 Players



Progressive Elimination Format 16 Players



Match Cards
4 x Best of 5 Games

Club or Tournament Name	
Event _____	Round _____
_____ vs _____	
Game 1 _____	_____
Game 2 _____	_____
Game 3 _____	_____
Game 4 _____	_____
Game 5 _____	_____
at end of match - circle winner's name	
_____ Umpire	

Club or Tournament Name	
Event _____	Round _____
_____ vs _____	
Game 1 _____	_____
Game 2 _____	_____
Game 3 _____	_____
Game 4 _____	_____
Game 5 _____	_____
at end of match - circle winner's name	
_____ Umpire	

Club or Tournament Name	
Event _____	Round _____
_____ vs _____	
Game 1 _____	_____
Game 2 _____	_____
Game 3 _____	_____
Game 4 _____	_____
Game 5 _____	_____
at end of match - circle winner's name	
_____ Umpire	

Club or Tournament Name	
Event _____	Round _____
_____ vs _____	
Game 1 _____	_____
Game 2 _____	_____
Game 3 _____	_____
Game 4 _____	_____
Game 5 _____	_____
at end of match - circle winner's name	
_____ Umpire	

Match Card
Best of 5 Games
Tournament

Date: _____ Time: _____ Table: _____ Event: _____

Player	ID#	Name	vs	ID#	Name	Player
A						B

Match is best 3 of 5 games

Point scores

Game scores Circle winner

Player A

--	--

Player B

Time out
Game ____ points ____ - ____

Time out
Game ____ points ____ - ____

Player signature

Player signature

Umpire signature

Referee signature

Match Card
Best of 7 Games
Tournament

Date: _____ Time: _____ Table: _____ Event: _____

Player	ID#	Name	vs	ID#	Name	Player
A						B

Match is best 4 of 7 games

Point scores

Game scores Circle winner

Player A

Player B

--	--

Time out
Game ____ points ____ - ____

Time out
Game ____ points ____ - ____

Player signature

Player signature

Umpire signature

Referee signature

Chapter 7 - Round Robin Competition

1. General. Round robin (RR) competition is a favorite of tournament players because it enables players of all levels to play several matches regardless of whether they win or lose. This chapter also covers combination events (RR followed by elimination rounds) because we seldom run events as a full round robin in tournaments.

2. Format. The format for a tournament, and events within the tournament, must be made early in the planning. The format will have a bearing, along with other considerations, on those who can be expected to enter. Events scheduled as round robin should be listed that way on the entry blank.

2.a. Factors to be considered in determining the format to be used:

2.a.1. Time and tables available. If you have only 4 players in only one event, you can quickly run a full round robin on one or two tables

2.a.2. Number of entries expected.

2.a.3. Number and format of other events.

Caution: Do not schedule anyone to play in more than one round robin event at the same time.

2.a.4. Age and playing level of the entries. Juniors and novices normally will play in as many matches as you can schedule. Seniors (over 40) and older players should not be required to play as demanding a schedule, particularly if they are entered in other events. Players rated over 2000 normally should not be scheduled to play more than 7–9 matches in one day against opponents of comparable playing level.

2.b. After considering the above factors, determine the format to be used for each event in the tournament. Specifics often cannot be determined until all entries have been received. The round robin format normally will involve a preliminary round robin,

followed by additional round robin or elimination stages.

2.c. You must determine before play begins whether to carry-over the results of the matches played between the players advancing from the same group or to ignore the previous matches and to play everyone in the final group. If matches are carried forward be sure the report for ratings indicates that only one match was played.

3. Event Scheduling. Once you have determined the format for the tournament and each event you must prepare the schedule and include starting times in the entry blank.

3.a. Use the chart on page 7–15 to estimate the times required for each phase of the events. Consider the number of players and the number of tables available for each event or group.

3.b. Allow time to determine placing of players in later stages of any event. If matches are to be carried over to later stages the players must be placed on specific lines of the draw sheet for the later stage to avoid extra rounds. Place players on lines that will require all carry-over matches to fall in the same round or rounds (refer to Match Sequence Chart, pages 7–17 and 7–18).

3.c. If all, or several, events are round robin, schedule the highest rated event first, followed by the next highest; e.g. Championship, Class "A", Class "B" etc. (or rating cutoffs). Alternately you can schedule Championship and Novice at the same time; U1900 and U1300 at the same time and prohibit players from playing more than one event with the same starting time. This is normally done in tournaments with a large number of events.

3.c.1. For Class events, select rating cut-offs designed to eliminate players expected to advance from the preliminaries of higher events. Example: You expect 8 players

over 1900; select 1900 as a cut-off for the next lower event. Players under 1900 normally would be eliminated in the preliminary round of Championship. The current custom is to call the event Under 1900. That way players can select what events to enter based on their player rating.

3.c.2. Schedule the lower rated events to start after the preliminary rounds have been completed in the higher events. You can then have the play-off round(s) for the higher event while starting the lower rated event; e.g. play-off round for class U1900 while starting the preliminary rounds for U1700 Tables must be available for both or you must modify the schedule accordingly.

3.c.3. Prepare the schedule of events the best you can and be prepared for exceptions. Do not expect the lower rated players to always lose. Sometimes higher rated players withdraw or default and there are always some upsets.

3.d. Matches normally should be best of 5 games. If round robin semi-finals or finals are used with single elimination events, the round robin should be best of 7 games if earlier matches were best of 7.

4. Group Size. The number of players and the number of tables available to each group are the key factors in how long it takes to run an event. The basic planning factors are shown on the chart on page 7–16.

4.a. An even number of players requires one less round than the number of players; an odd number requires the same number of rounds as there are players. Three rounds are required for 4 players; add one player and you must add two rounds (5 rounds for 5 players).

4.b. Groups should contain at least 4 players. If you have only 3 players drawn into each group, one default makes that group single elimination. In accordance with Murphy's Law #115: if you have 3 groups of 4

players and 1 group of 3 a defaulting player will be in the group of 3.

4.c. The purpose of the round robin is a factor in determining group size. If the purpose is to provide a little more play prior to an elimination stage then small groups are appropriate. If the preliminary groups are to determine placing into several events, then larger groups may be used.

5. Unrated Players. Round robin play is designed to allow players to play several matches with the best player winning or advancing.

5.a. If you are running rating events and have unrated players win those events, it may be disturbing to the rated players.

5.b. It is recommended to allow unrated players to compete in rating events but not advance if they win their group. Such limitation must be announced in the entry blank, e.g. "Unrated players may enter round robin rating events but will not be permitted to advance from the group. The rated player with the highest finish will advance."

5.c. Unrated players should never be excluded from advancing from a round robin group such as a giant round robin where the preliminary groups are used to place players in later events based on their order of finish.

5.d. Unrated players should never be excluded from advancing from a round robin group in a championship or other event if rating is not the basis for the event, e.g. women's or age limited events. Exclusion is appropriate if it is Over 50 and under 1500, etc.

6. Giant Round Robin. The giant round robin has become a very popular tournament format. All players enter the giant round robin and are then placed into championship and class events based on their finish in the preliminary groups of 5 or more players.

Options for Multiple Round Robin Competition

	Number Players	Prelim Groups	Players per Group	Prelim Matches	Events	Event Groups	Players per Group	Event Matches	Playoff Matches	Total Matches
1	72	12	6	180	6	18	4	108	18	306
2	60	10	6	150	6	12	5	120	18	288
3	48	8	6	120	6	12	4	72	18	210
4	40	8	5	80	5	10	4	60	15	155
5	36	6	6	90	6	6	6	90	0	180
6	32	8	4	48	4	8	4	48	12	108
7	32	4	8	112	4	8	4	72	12	196
8	32	4	8	112	4	4	8	112	12	236
9	30	6	5	60	5	5	6	75	0	135
10	28	7	4	42	4	4	7	84	0	126
11	25	5	5	50	5	5	5	50	0	100
12	20	4	5	40	5	5	4	30	0	70
13	20	5	4	30	4	4	5	40	0	70

Notes: (based on the number in the left column above)

1: Larger preliminary groups; Each event has 3 groups of 4 followed by a full round robin of group winners

2, 3, & 4: Larger preliminary groups; all players advance to event groups of 4 or 5 then 2 from each group advance to cross over semi-finals.

5 & 11: Preliminary groups followed by events with the same number of players playing a full round robin.

6: All round robin play in groups of 4; all players advance to event groups of 4 then 2 advance to cross over semi-finals.

7: Larger preliminary groups; 2 from each preliminary group advance to each event group of 4 then 2 advance to cross over semi-finals.

8: 8 players in both preliminary and event stages. Event stage is full round robin. See paragraph 2.c. above

9 & 10: Larger event groups; full round robin for events.

12: Larger preliminary groups.

13: Larger event groups.

6.a. You first need to determine how many tables and how much time you have available. Then you can figure how many players you can handle with various numbers and size of groups.

Example 7-1:

6.a.1. In this example we have room for 8 tables for a one day tournament. Experience tells us that we can expect 50 - 60 players will want to enter. Referring to the chart above and the chart (Round Robin Planning Factors) on page 7-15, we consider the following numbers of total entries and group options available. The time required is determined by the number of matches (from the table multiplied by the number of groups) divided by 24 (3 matches per hour on each of 8 tables).

Players	Per Group	Groups	Matches	Rounds	Time @ :20	Schedule
64	8	8	224	7	9:20	10 am - 7:20 pm
56	7	8	168	7	7:00	10 am - 5:00 pm
48	8	6	168	7	7:00	10 am - 5:00 pm
48	6	8	120	5	5:00	10 am - 3:00 pm

6.a.2. We selected the 10 am starting time to enable out of town players to leave home in the morning. We selected 8 groups of 6 players to finish the preliminaries at the reasonable time of 3 p.m.

6.b. Placing in events and the play-off system.

6.b.1. The 8 group winners are placed in the Championship. This gives the players an incentive to win the group. Prize money is offered only in Championship as a

further incentive. Other players are placed in events with each finishing position going to a separate event.

6.b.2. The event stage is played in groups of 4 players (3 rounds) followed by single elimination of the group winners and runners-up. That means semi-finals and finals for each event

That gives us 12 groups to estimate time for. Again referring to the chart on page 7-16 we can schedule the rest of the tournament.

Players	Groups	Matches	Rounds	Time @ :20	Schedule
4	12	72	3	3:00	4:00 - 7:00 p.m.
Single elimination		10	2	1:00 (@:30)	7:30 - 9:00 p.m.

6.c. With 12 groups on 8 tables all groups cannot start at the same time. Priority should be given to the Championship event. This permits the top players to finish earlier in front of a gallery of players.

6.d. What happened to the hour 3 - 4 p.m.? Based on experience we allowed a full hour to prepare the draw for the events. To keep the players occupied, we scheduled a (31 point) one game handicap event, single elimination, and offered a cash award to the winner only. This type event can easily be run in an hour, is popular with the players, and keeps the players away from the people making the draw for the events.

6.e. Result: Each player arrives in daylight, plays at least 8 matches, and leaves at a reasonable time. This is not the only way to run such an event. If you go through the procedure shown here it will be possible to design a tournament to meet your needs.

6.f. It is preferable to have a separate event for each place in the order of finish.

7. Extra Tables. If you have more tables than groups you should plan in advance how to use those tables. You can assign them to larger groups, e.g. if you have mainly groups of 4 and one or more groups of 5, assign the extra tables to the groups of 5. If you assign tables to even size groups, let those groups keep the extra tables until they finish. That way their results will come in early and you won't have all results coming in at the same time. This will make it easier to post results and prepare the draws for later events.

8. Match Scheduling. There is nothing fancy about scheduling matches for round robin groups. Any schedule can work if it is thought out. It is important to know your goals in the round robin competition. How many will advance to a later stage? If only one from each group advances, you must play the match

between the top two players in the final round. If two players advance from each group, you must play the match between the #2 and #3 players in the last round. One system of match sequence is shown below. This is not intended to restrict tournament committees or referees from developing other match sequences to meet their goals. A chart showing match sequence for groups of up to 12 players are on pages 7-17 and 7-18. The charts show match sequences for 1 or 2 players to advance.

Example 7-2: 6 players	Round 1	Round 2	Round 3	etc.
	A vs D	A vs C	A vs F	
	C vs E	B vs D	B vs E	
	B vs F	E vs F	C vs D	

8.b. For an odd number of players use the same procedure except place the bye in the sequence after the last player (in this case the bye replaces "F" from the 6 player group). List players counter-

Example 7-3: 5 players	Round 1	Round 2	Round 3	etc.
	A vs D	A vs bye	A vs C	
	C vs E	B vs E	B vs D	
	B vs bye	C vs D	E vs bye	

8.c. If one player advances from the group the final match will be between the A and B players with player numbers assigned in order of strength. If two players are to advance the final match will be between the B and C players.

8.c.1. Although the ITTF Regulation specifies that the final match shall be as indicated above, it is permissible to play the A vs B or B vs C earlier in the final round. This may make it possible to prepare the draw or match cards for later rounds sooner.

9. Draw Procedures. The basic purposes of the draw are the same as those for a single elimination draw: to prevent the top (seeded) players meeting earlier than necessary and to

Match sequence for any number of players can be determined using the following procedures (1 player to advance):

8.a. For an even number of players take the player letters from the draw sheet. Divide the group in half and list the letters in two columns counter-clockwise starting with A at the top left. In successive rounds, leave A at the top left and move the other letters counter-clockwise.

clockwise starting with player A as in the example for 6 players, above. In successive rounds, leave A at the top left and move the other letters and bye counter-clockwise.

provide geographical separation to prevent neighbors from meeting each other in preliminary rounds if possible.

9.a. Combination formats. The draw is based on the preliminary stage (single elimination or round robin).

9.b. Seeding. Players are seeded into preliminary groups based on the play-off system. One player is seeded into each group. If there are 8 groups followed by single elimination, the top 8 players would be seeded into groups A through H.

9.b.1. After seeding one player into each group other players can be drawn at random into groups. This system will result in the best 8 players advancing but will most often result

in unevenly balanced groups and complaints from players in the stronger groups.

9.b.2. In round robin events it is preferable to seed the entire field or at least half. After placing a seeded player into each group, take the next highest players (in this case 8) and using geographical separation or random draw, place one into each group. Then take the next highest 8 players and repeat the procedure in groups of 8 until all groups are filled.

9.c. Snake system. When the preliminary rounds are to be followed by other round robin groups rather than single elimination, the

following procedure may be used. Example 7-4: 8 groups of 4 players. List all players in rating order. Starting from the left, place 1 player into each group from highest to lowest of the top 8 players. Continue with the next 8, placing them from right to left. The third group of 8 is then placed left to right, etc. The only exceptions permitted to the strict placing is for geographical separation, in which case a player may be moved to another group on the same line.

Example 7-4:

A	B	C	D	E	F	G	H
1	2	3	4	5	6	7	8
14	15	16	13	12	11	10	9
17	18	19	20	21	22	23	24
32	31	28	29	30	27	26	25

Players 3,14 & 30 are from the same club. They are moved only within the same row.

9.d. By placing players in order from top to bottom, the top player will start with the weakest player and progress to the second best player who he will play in the final round if the group has an even number of players. That sequence will be altered if two or more players advance.

9.e. Modified Snake system. (A variation of this system was used in the 1996 Olympics.) To avoid predicting where each entry will go, players are drawn in groups of 4. Example 7-5: 8 groups of 4 players. List all players in rating order. Starting from the left, place 1 player into each group from highest to

lowest of the top 8 players. Then draw the next four players (9–12) by lot into any of the groups E–H, The next four (13–16) are drawn to groups A–D; (17–20) also to groups A–D; (21–24) to E–H; (25–28) to E–H; and last, (29–32) to A–D.

9.d. This simplifies geographical separation because no one other than the top player in each group has a specific position. Geographical separation can be considered in making the placement within the group of four while keeping the purpose of the snake, e.g. to have all groups of approximately equal strength.

Example 7-5:

A	B	C	D	E	F	G	H
1	2	3	4	5	6	7	8
[13--	----	----	--16]	[9--	----	----	--12]
[17--	----	----	--20]	[21-	----	----	--24]
[29--	----	----	--32]	[25-	----	----	--28]

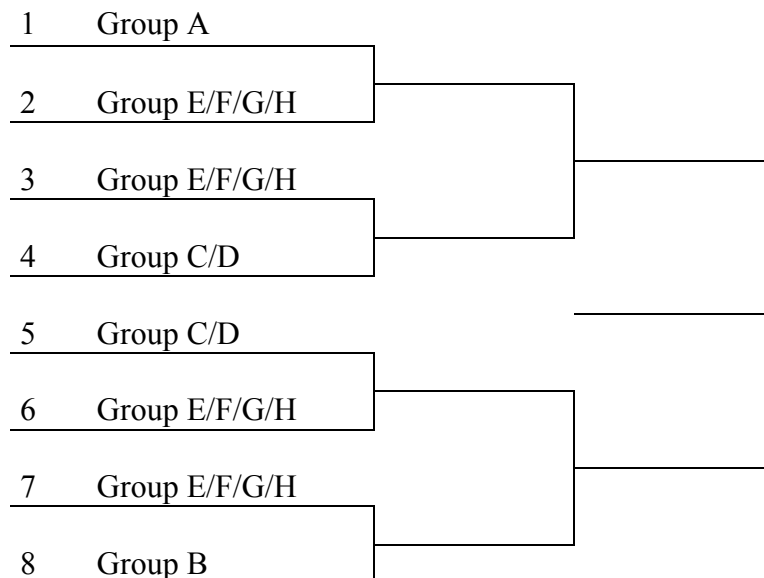
10. Draw for Single Elimination Following Round Robin Play.

10.a. The draw for the elimination stage must be based on group order, A through H in the above examples even though the top seeded player in each group didn't win the group.

10.b. Using the procedures shown in Chapter 6, Draw Procedures, group winners would go into an 8 player single elimination draw. The #1 seed (from group A) goes on line 1; #2 (B) on line 8; #3 (C) & #4 (D) by lot to lines 4 and 5. The remaining group winners

would be drawn by lot to the remaining lines. This draw is normally made before play begins. Make the draw as if the top player in each group wins the group. That way you can separate geographically. If the top player does not win the group, you may not have good geographical separation but that is the "luck of the draw."

10.c. If you want to advance 2 players from each group, draw the group winners as shown below. Then draw the #2 player from each group to positions in the other half of the draw. That way the only way players from the same group can meet is if they both make it to the final.



10.d. An acceptable alternative procedure is to consider geographical separation while making the draw for the elimination stage. (This is the procedure used in the Olympics.) This takes more time so you must plan for that time before the next stage is played.

11. Alterations to the Draw.

11.a. If there are several round robin events, the same players should not have to play each other in the preliminary round of more than one event. If several players enter several events it may not be possible to eliminate it. See page 6-6 for a system of avoiding the problem before names are placed on the draw sheet. If the duplication is not discovered until after the draw is completed, it should be changed in the most equitable manner consistent with the procedures shown above before the draw is posted.

11.b. In events with USATT players only, it is permissible for players to be shifted or added to fill vacancies in round robin groups even after play has begun. This should normally be done only if the absence of several players leaves unbalanced groups.

12. Match Cards. A group leader (normally the highest rated player) is given a round robin draw sheet for his/her group which includes the sequence of matches. If individual match cards are desired, see sample match cards in Chapter 6. Do not require or expect players to fill out the boxes in a round robin form. See the form on page 7-9. The lower form for players listing results can be issued with player names or, with the player letters shown and have the players fill in the names.

13. Control of Play.

13.a. Matches must be played in the prescribed sequence; players should not be permitted to find opponents and make their own schedule. Otherwise players will not be available to play when needed. Some players believe that it is their right to get matches without regard to other players or the efficient running of the event.

13.b. If you use the system of giving the group the draw sheet to record results all players in the group report to the table and play without further control from the desk. The group leader is then responsible to record the results of all matches and return the completed draw sheet to the control desk. If this system is used:

13.b.1. The referee must ensure that play begins as scheduled and must identify defaults. If no control is exercised, a player may arrive an hour late and play all of his matches, delaying other events. Defaults must be promptly identified so that the committee can make changes to groups if necessary and as authorized in accordance with paragraph 11.b, above.

13.b.2. Someone at the control desk must check the results when they come in to ensure that they are properly posted. Most players are used to looking at wall copies of draw sheets to check their results. Not many are experienced at posting results.

13.c. It is sometimes preferable to assign all matches from the control desk. You can have better control of how the event is progressing and can assign an extra table to a group that is falling behind. This method is normally used if you have more groups than you have tables.

13.d. An event may include groups with different numbers of players, resulting from an uneven number of players or defaults. The larger groups should be given an extra table if possible (or priority of matches if controlled from the desk) to enable them to finish with the other groups.

14. Match Schedule for Players. In any round robin competition it is helpful to give players information on the format: how many advance from preliminary groups, and a schedule of play.

15. Tie Breaking Procedures. In a round robin, competition, each member of the group shall play every other member. 2 match points shall be awarded for a win, 1 for a loss in a

played match, and 0 for a loss in an unplayed or unfinished match. The ranking order within the group shall be determined primarily by the number of match points gained. (See examples beginning on page 7–10)

15.a. Unrated players. In rating limited events it is sometimes desirable to allow unrated players to compete but not permit them to advance from a round robin group. If this decision is made it must be indicated in the entry blank. In the tie breaking procedure matches involving unrated players will be computed the same as all other matches.

15.b. If two or more members of a group have won the same number of match points, their relative positions shall be determined by the results only of the matches involving those tied. Compare those tied first for match points, then successively the ratio of games won to games lost; and points won to points lost, as far as necessary to resolve the order of finish.

If the tie cannot be resolved, positions are determined by lot.

15.b.1. Only the results of matches between players tied shall be taken into account. In a two way tie, the winner of the match between the tied players is the winner of the group (or of the higher position for which tied).

15.b.2. At each stage of computations (ratio of matches, games, points), all tied positions shall be determined if possible.

15.b.3. If all positions cannot be determined at one stage, those positions that can be clearly determined are assigned their proper positions and excluded from further computation. The remaining positions shall be determined by using the procedure beginning at para. 15.b, above.

Example Round Robin Tie Breaking Procedure

Example 7-6: In this example all matches are played. The results are easily computed but result in 3 players tied for 2nd through 4th places and 2 tied for 5th and 6th.

	A	B	C	D	E	F	MP	Place
A	X	L 7 -7 8 -9 -8	L -8 -6 -10	W -9 9 4 -9 7	W 8 -10 8 7	W 13 9 8	8	2=
B	W -7 7 -8 9 8	X	W 8 -9 10 -12 8	L 7 -10 -9 9 -11	W -9 5 9 7	L -6 -9 10 -7	8	2=
C	W 8 6 10	L -8 9 -10 12 -8	X	W 8 9 7	W 12 9 8	W -8 7 5 -9 6	9	1
D	L 9 -9 -4 9 -7	W -7 10 9 -9 11	L -8 -9 -7	X	W 7 -8 9 6	W 9 10 11	8	2=
E	L -8 10 -8 -7	L 9 -5 -9 -7	L -12 -9 -8	L -7 8 -9 -6	X	W -8 7 -9 8 10	6	5=
F	L -13 -9 -8	W 6 9 -10 7	L 8 -7 -5 9 -6	L -9 -10 -11	L -7 9 -8 -10	X	6	5=

Stage 2 to break tie for 2nd - 4th places

	A	B	D	MP	MP	W	L	Place
A	X	L 7 -7 8 -9 -8	W -9 9 4 -9 7	8	8	97	90	2= 2
B	W -7 7 -8 9 8	X	L 7 -10 -9 9 -11	8	8	100	98	2= 3
D	L 9 -9 -4 9 -7	W -7 10 9 -9 11	X	8	8	94	103	2= 4

The match points and games won/lost are the same for each of these players. It is necessary to count points won and lost to determine the final order of finish. In this example, and throughout this Guide, and in practice in USATT sanctioned tournaments, only the point score of the loser of each game is shown. For example: A lost to B 11-7, 7-11,

11-8, 9-11, 8-11. In calculating point scores, be sure to count the winner's scores. In this match A won 97 and lost 90 points. You must resolve as many positions as possible before going to another step. In a 3 way tie do not find the first position and then go head to head with the other two.

Example 7-6 Final round robin results

	A	B	C	D	E	F	MP	W	L	Place
A	X	L 7 -7 8 -9 -8	L -8 -6 -10	W -9 9 4 -9 7	W 8 -10 8 7	W 13 9 8	8	97	90	2= 2
B	W -7 7 -8 9 8	X	W 8 -9 10 -12 8	L 7 -10 -9 9 -11	W -9 5 9 7	L -6 -9 10 -7	8	100	98	2= 3
C	W 8 6 10	L -8 9 -10 12 -8	X	W 8 9 7	W 12 9 8	W -8 7 5 -9 6	9			1
D	L 9 -9 -4 9 -7	W -7 10 9 -9 11	L -8 -9 -7	X	W 7 -8 9 6	W 9 10 11	8	94	103	2= 4
E	L -8 10 -8 -7	L 9 -5 -9 -7	L -12 -9 -8	L -7 8 -9 -6	X	W -8 7 -9 8 10	6			5= 5
F	L -13 -9 -8	W 6 9 -10 7	L 8 -7 -5 9 -6	L -9 -10 -11	L 8 -7 9 -8 -10	X	6			5= 6

E defeated F to win 5th place (2 way tie).
Shown in the match points column

simplicity only game scores are recorded rather than point scores. If all ties can't be broken without going down to points, then you will, obviously, need point scores.

Example 7-7: This example is similar to Example 7-6 in that all matches are played. The procedures are exactly the same. For

Example 7-7 Initial round robin results

	A	B	C	D	E	F	G	H	MP	Place
A	X	W 3 1	L 1 3	W 3 2	W 3 0	L 0 3	L 1 3	L 0 3	10	4=
B	L 1 3	X	L 0 3	W 3 1	L 2 3	L 1 3	W 3 2	L 1 3	9	7
C	W 3 1	W 3 0	X	W 3 0	L 2 3	W 3 2	W 3 1	L 2 3	12	2
D	L 2 3	L 1 3	L 0 3	X	L 0 3	W 3 2	L 2 3	L 1 3	8	8
E	L 0 3	W 3 2	W 3 2	W 3 0	X	W 3 1	L 0 3	L 0 3	11	3
F	W 3 0	W 3 1	L 3 2	L 2 3	L 1 3	X	W 3 1	L 0 3	10	4=
G	W 3 1	L 2 3	L 2 3	W 3 2	W 3 0	L 1 3	X	L 2 3	10	4=
H	W 3 0	W 3 1	W 3 2	W 3 1	W 3 0	W 3 0	W 3 2	X	14	1

Stage 2 to break tie for 4th - 6th places

In this example the positions are easily determined with the match points.

	A	F	G	MP	Place
A	X	L 0 3	L 1 3	10 2	4= 6
F	W 3 0	X	W 3 1	10 4	4= 4
G	W 3 1	L 1 3	X	10 3	4= 5

Example 7-7 Final round robin results

	A	B	C	D	E	F	G	H	MP	Place
A	X	W 3 1	L 1 3	W 3 2	W 3 0	L 0 3	L 1 3	L 0 3	10	4= 6
B	L 1 3	X	L 0 3	W 3 1	L 2 3	L 1 3	W 3 2	L 1 3	9	7
C	W 3 1	W 3 0	X	W 3 0	L 2 3	W 3 2	W 3 1	L 2 3	12	2
D	L 2 3	L 1 3	L 0 3	X	L 0 3	W 3 2	L 2 3	L 1 3	8	8
E	L 0 3	W 3 2	W 3 2	W 3 0	X	W 3 1	L 0 3	L 0 3	11	3
F	W 3 0	W 3 1	L 3 2	L 2 3	L 1 3	X	W 3 1	L 0 3	10	4= 4
G	W 3 1	L 2 3	L 2 3	W 3 2	W 3 0	L 1 3	X	L 2 3	10	4= 5
H	W 3 0	W 3 1	W 3 2	W 3 1	W 3 0	W 3 0	W 3 2	X	14	1

Example 7-8: This example has nearly the same results as the previous example. The difference is that some matches are not played. The same player wins each match

but by using the match points, the order of finish is substantially different. (2 match points for each win, whether played or not; 1 point for each loss in a played match, and no points for a loss not played, in this example by default)

Example 7-8 Initial results

	A	B	C	D	E	F	G	H	MP	Place
A	X	W 3 1	L 1 3	W 3 2	W Def	L Def	L 1 3	L 0 3	9	5=
B	L 1 3	X	L 0 3	W 3 1	L 2 3	L 1 3	W 3 2	L 1 3	9	5=
C	W 3 1	W 3 0	X	W 3 0	L 2 3	W 3 2	W 3 1	L 2 3	12	2
D	L 2 3	L 1 3	L 0 3	X	L 0 3	W 3 2	L 2 3	L 1 3	8	8
E	L Def	W 3 2	W 3 2	W 3 0	X	W 3 1	L 0 3	L Def	9	5=
F	W Def	W 3 1	L 3 2	L 2 3	L 1 3	X	W 3 1	L 0 3	10	3=
G	W 3 1	L 2 3	L 2 3	W 3 2	W 3 0	L 1 3	X	L 2 3	10	3=
H	W 3 0	W 3 1	W 3 2	W 3 1	W Def	W 3 0	W 3 2	X	14	1

Notice that different players in this example are tied for different positions as opposed to Example 7-7. In this example the final positions are again easily determined by comparing match points.

	A	B	E	MP	W	L	Place
A	X	W 3 1	W Def	9 4			5= 5
B	L 1 3	X	L 2 3	9 2	0	1	5= 7
E	L Def	W 3 2	X	9 2	1	0	5= 6

The tie between B and E for 6th & 7th place is broken by the head to head match won by E.

Example 7-8 Final round robin results

	A	B	C	D	E	F	G	H	MP	Place
A	---	W 3 1	L 1 3	W 3 2	W Def	L Def	L 1 3	L 0 3	9 4	5= 5
B	L 1 3	---	L 0 3	W 3 1	L 2 3	L 1 3	W 3 2	L 1 3	9 4	5= 7
C	W 3 1	W 3 0	---	W 3 0	L 2 3	W 3 2	W 3 1	L 2 3	12	2
D	L 2 3	L 1 3	L 0 3	---	L 0 3	W 3 2	L 2 3	L 1 3	8	8
E	L Def	W 3 2	W 3 2	W 3 0	---	W 3 1	L 0 3	L Def	9 2	5= 6
F	W Def	W 3 1	L 3 2	L 2 3	L 1 3	---	W 3 1	L 0 3	10 2	3= 3
G	W 3 1	L 2 3	L 2 3	W 3 2	W 3 0	L 1 3	---	L 2 3	10 1	3= 4
H	W 3 0	W 3 1	W 3 2	W 3 1	W Def	W 3 0	W 3 2	---	14	1

F defeated G to win 3rd place (2 way tie).

15.c. In team competition the same procedures are used. First consider the number of match points won by each team. Match points are awarded using the same procedures as used for individual matches. If two or more teams of a group have won the same number of match points, their relative positions shall

be determined by the results only of the matches involving those tied. Compare those tied first for match points, then successively the ratio of individual matches won to matches lost; games won to games lost; and points won to points lost, as far as necessary to resolve the order of finish.

16. Group Format. It is best to include all USATT numbers so that they can be used in processing results for ratings.

	Group	1	A	B	C	D	MP	W	L	Place
A	8495 Morris, James	AGTTA 1698	---							
B	90294 Chen, Patrick	EC Sports 1666		---						
C	6817 Luck, Kevin	none 1252			---					
D	94710 Gao, Karen	AITTA 1201				---				

Round Robin Planning Factors

Players	Tables	Rounds	Matches	@ :20*	@ :30*
3	1	3	3	1:00	1:30
4	2	3	6	1:00	1:30
5	2	5	10	1:40	2:30
6	3	5	15	1:40	2:30
7	3	7	21	2:20	3:30
8	4	7	28	2:20	3:30
9	4	9	36	3:00	4:30
10	5	9	45	3:00	4:30
11	5	11	55	3:40	5:30
12	6	11	66	3:40	5:30
13	6	13	78	4:20	6:30
14	7	13	91	4:20	6:30
15	7	15	105	5:00	7:30

*times based on continuous play without breaks

Note: These figures are based on having the maximum number of tables needed for the size groups indicated. Be sure to calculate based on the number of tables available. It is not practical or desirable to have players play continuously. Reasonable breaks are available if you use fewer tables than the maximum indicated.

Match Sequence – One player to advance

1	2	3	3 players							
A – C	A – bye	A – B								
bye – B	B – C	C – bye								
<hr/>										
1	2	3	4 players							
A – C	A – D	A – B								
B – D	B – C	C – D								
<hr/>										
1	2	3	4	5	5 players					
A – C	A – D	A – bye	A – E	A – B						
B – D	C – E	B – E	bye – D	C – bye						
E – bye	bye – B	C – D	B – C	E – D						
<hr/>										
1	2	3	4	5	6 players					
A – D	A – C	A – F	A – E	A – B						
E – C	B – D	B – E	D – F	C – F						
F – B	E – F	C – D	B – C	D – E						
<hr/>										
1	2	3	4	5	6	7	7 players			
A – E	A – D	A – C	A – bye	A – G	A – F	A – B				
D – F	C – E	B – D	B – G	bye – F	G – E	C – bye				
G – C	B – F	E – bye	C – F	B – E	bye – D	D – G				
bye – B	G – bye	F – G	D – E	C – D	B – C	E – F				
<hr/>										
1	2	3	4	5	6	7	8 players			
A – E	A – D	A – C	A – H	A – G	A – F	A – B				
D – F	C – E	B – D	B – G	F – H	E – G	C – H				
C – G	B – F	E – H	C – F	B – E	D – H	D – G				
B – H	G – H	F – G	D – E	C – D	B – C	E – F				
<hr/>										
1	2	3	4	5	6	7	8	9	9 players	
A – F	A – E	A – D	A – C	A – bye	A – I	A – H	A – G	A – B		
E – G	D – F	C – E	B – D	B – I	bye – H	G – I	F – H	C – bye		
D – H	C – G	B – F	E – bye	C – H	B – G	bye – F	E – I	D – I		
C – I	B – H	G – bye	F – I	D – G	C – F	B – E	bye – D	E – H		
bye – B	I – bye	H – I	G – H	E – F	D – E	C – D	B – C	F – G		
<hr/>										
1	2	3	4	5	6	7	8	9	10 players	
A – F	A – E	A – D	A – C	A – J	A – I	A – H	A – G	A – B		
E – G	D – F	C – E	B – D	B – I	H – J	G – I	F – H	C – J		
D – H	C – G	B – F	E – J	C – H	B – G	F – J	E – I	D – I		
C – I	B – H	G – J	F – I	D – G	C – F	B – E	D – J	E – H		
B – J	I – J	H – I	G – H	E – F	D – E	C – D	B – C	F – G		
<hr/>										
1	2	3	4	5	6	7	8	9	10	12 players
A – G	A – F	A – E	A – D	A – C	A – L	A – K	A – J	A – I	A – H	A – B
F – H	E – G	D – F	E – C	B – D	B – K	J – L	I – K	H – J	G – I	C – L
E – I	D – H	C – G	B – F	E – L	C – J	B – I	H – L	G – K	F – J	D – K
D – J	C – I	B – H	G – L	F – K	D – I	C – H	B – G	F – L	E – K	E – J
C – K	B – J	I – L	H – K	G – J	E – H	D – G	C – F	B – E	D – L	F – I
B – L	K – L	J – K	I – J	H – I	F – G	E – F	D – E	C – D	B – C	G – H

Match Sequence – Two players to advance

1	2	3	3 players								
A – C	A – B	A – bye									
bye – B	C – bye	B – C									
<hr/>											
1	2	3	4 players								
A – C	A – B	A – D									
B – D	C – D	B – C									
<hr/>											
1	2	3	4	5	5 players						
A – D	A – bye	A – C	A – B	A – E							
C – E	B – E	B – D	C – bye	bye – D							
bye – B	C – D	E – bye	D – E	B – C							
<hr/>											
1	2	3	4	5	6 players						
A – D	A – C	A – F	A – B	A – E							
E – C	B – D	B – E	C – F	D – F							
F – B	E – F	C – D	D – E	B – C							
<hr/>											
1	2	3	4	5	6	7	7 players				
A – E	A – D	A – C	A – bye	A – G	A – B	A – F					
D – F	C – E	B – D	B – G	bye – F	C – bye	G – E					
G – C	B – F	E – bye	C – F	B – E	D – G	bye – D					
bye – B	G – bye	F – G	D – E	C – D	E – F	B – C					
<hr/>											
1	2	3	4	5	6	7	8 players				
A – E	A – D	A – C	A – H	A – G	A – B	A – F					
D – F	C – E	B – D	B – G	F – H	C – H	E – G					
C – G	B – F	E – H	C – F	B – E	D – G	D – H					
B – H	G – H	F – G	D – E	C – D	E – F	B – C					
<hr/>											
1	2	3	4	5	6	7	8	9	9 players		
A – F	A – E	A – D	A – C	A – bye	A – I	A – H	A – B	A – G			
E – G	D – F	C – E	B – D	B – I	bye – H	G – I	C – bye	F – H			
D – H	C – G	B – F	E – bye	C – H	B – G	bye – F	D – I	E – I			
C – I	B – H	G – bye	F – I	D – G	C – F	B – E	E – H	bye – D			
bye – B	I – bye	H – I	G – H	E – F	D – E	C – D	F – G	B – C			
<hr/>											
1	2	3	4	5	6	7	8	9	10 players		
A – F	A – E	A – D	A – C	A – J	A – I	A – H	A – B	A – G			
E – G	D – F	C – E	B – D	B – I	H – J	G – I	C – J	F – H			
D – H	C – G	B – F	E – J	C – H	B – G	F – J	D – I	E – I			
C – I	B – H	G – J	F – I	D – G	C – F	B – E	E – H	D – J			
B – J	I – J	H – I	G – H	E – F	D – E	C – D	F – G	B – C			
<hr/>											
1	2	3	4	5	6	7	8	9	10	11	12 players
A – G	A – F	A – E	A – D	A – C	A – L	A – K	A – J	A – I	A – B	A – H	
F – H	E – G	D – F	E – C	B – D	B – K	J – L	I – K	H – J	C – L	G – I	
E – I	D – H	C – G	B – F	E – L	C – J	B – I	H – L	G – K	D – K	F – J	
D – J	C – I	B – H	G – L	F – K	D – I	C – H	B – G	F – L	E – J	E – K	
C – K	B – J	I – L	H – K	G – J	E – H	D – G	C – F	B – E	F – I	D – L	
B – L	K – L	J – K	I – J	H – I	F – G	E – F	D – E	C – D	G – H	B – C	

Chapter 8 – Team Competition

1. General. This chapter covers special considerations applicable to the conduct of team tournaments and to team competition as a part of a tournament including other events.

2. Team match sheet – A form on which the results of a team match are recorded. The team match sheet lists matches in the prescribed order and has space to show the results of each individual match as well as the result of the team match.

3. Team Size. The tournament sponsor can designate any number of players for the teams. The sponsor should consider the objectives of the competition, the time and tables available, and the number of players expected to enter.

3.a. The team size must specify the number of players to play in each team match as well as the total members permitted on a team. A team competition is normally referred to by the minimum players required; e.g. a two player team may have two or more players.

3.b. The USATT officially recognizes and provides rules for the conduct of events for 2 player and 3 player teams, including 4 formats for 3 player teams.

3.b.1. 2 Player Team – Best of 5 matches (4 singles and 1 doubles). This format is very popular at US tournaments and is similar to the format for Davis Cup in tennis.

3.b.2. 3 Player Team – Best of 5 matches (5 singles). The team match consists of individual matches played in a prescribed sequence. On each team 2 players play 2 singles matches and the other player plays 1 singles match. This format is used for both Men's & Women's team competitions at the World Championships.

3.b.3. 3 Player Team Olympic format – Best of 5 matches (4 singles and 1 doubles matches). Each player plays 2

matches and no players compete against each other more than once. On each team, one player plays two singles matches and the other players each play one singles and one doubles matches. A team match consists of 4 singles and 1 doubles matches played in the prescribed sequence.

3.b.4. 3 Player Team – Best of 7 matches (6 singles and 1 doubles). Each team consists of 3 singles players and a doubles pair. Each singles player plays 2 singles matches. The doubles pair may be singles players or separate players. The entry blank should specify the number of players allowed.

3.b.5. 3 Player Team – Best of 9 matches (9 singles). Each player on one team plays each of the players on the opposing team in a prescribed sequence.

3.c. A tournament can use another team size or any other team size provided it announces all details in the entry blank.

3.d. The number of players permitted on a team should be based on the number required to play each team match and:

3.d.1. The number of team matches to be played. For round robin events a team should be authorized at least one alternate so that each player need not play every team match.

3.d.2. The effect the size of the team may have on the number of teams entered. **Example:** for a 2 player team, allowing 4 players on a team may result in fewer teams entering. That could be good or bad but it should be considered.

4. Format. Round robin is the preferred format for team tournaments. The World Team Championships and most U.S. team tournaments use a round robin with teams advancing based on their results in preliminary rounds. A tournament including a

team event along with individual events may use a round robin or elimination format depending on the objectives of the competition and how the team events fit into the overall tournament.

examples consider various numbers of teams entered and how teams advance to later stages from preliminary round robin groups (the # advance column lists the order of finish in the preliminary group).

5. Sample Team Formats. The following

Preliminaries					Final		
Teams	Groups	#Teams	Order	Events	Groups	Teams	Then
20	4	5	1 & 2	Champ	2	4	Final
			3 & 4	Class A	2	4	Final
			5	Class B	Full RR of 4 teams		
24	4	6	1 & 2	Champ	2	4	Final
			3 & 4	Class A	2	4	Final
			5 & 6	Class B	2	4	Final
27	3	7	1	Champ	Full RR of 4 teams		
			2 & 3	Class A	2	4	Final
			4 & 5	Class B	2	4	Final
			6 & 7	Class C	2	4/3	Final
27 alt	3	7	1 & 2	Champ	2	4	Final
			3 & 4	Class A	2	4	Final
			5 & 6	Class B	2	4	Final
			7 & 8	Class C	Full RR of 3 teams		

6. Revisions to a planned and Announced Format Some teams may withdraw after preliminary rounds. Request captains to notify you as soon as they decide not to continue. Withdrawals should not be encouraged, but timely notice may permit you to make the best of the situation. It may be desirable to adjust the way teams are placed in later rounds so that the amount of play is equalized. If it is necessary to change the way teams advance to later rounds, the change should be made in consultation with the referee to determine a the fairest system possible.

6.a. You may not alter the method of advancing to the highest final event unless the captains of all affected teams concur.

6.b. Revisions should normally be made at the lowest events possible.

7. Seeding. Seed teams based on the minimum number of players required; e.g. for a 2 player team seed based on the rating of the highest 2 players on each team.

Example	Team A	Team B
	2250	2200
	2200	2150
	1800	2100
	1700	1800

For a 2 player team, Team A would be higher.

For a 3 player team, Team B would be higher.

8. Draw. The draw for a team competition is conducted following the procedures for round robin or elimination as outlined in Chapters 6 and 7.

9. Teams Meeting More than Once. When the format provides for different stages with more than one team advancing from each group, it may be possible for two teams from one group to be scheduled to play each other again in a later stage.

9.a. It is permissible (but not required) to carry over the results from the first meeting and have the results of that team match count in the later round robin stage. If each team has the same number of carry-over team matches such a procedure would reduce the number of rounds in the later stage by the number of team matches carried over for each team.

9.b. Results should not be carried over to an elimination stage. To do so could reduce the incentive to get to that stage of the competition; e.g., the finals.

9.c. In any case where there is a possibility of two teams meeting more than once, the procedure must be clearly explained to all captains before play begins.

10. Time and Tables Required. As in many other areas, the time and tables available will dictate how you organize and run the team event(s).

10.a. Consider the playing ability and stamina of players expected to enter. Teams should not be required to play more than 6 team matches in one day or more than 5 team matches for a 3 player team (singles only).

10.b. For 2 player teams and 3 player teams with singles and doubles you should provide at least one table per two teams. This will permit all teams to play at the same time. Allow 1 hour and 45 minutes to complete the team match.

10.c. For 3 player teams with all singles you should provide at least one table per two teams; preferably 3 tables per 4 teams. Allow

two to two and half hours to complete a team match.

10.d. For other size teams, refer to the chart on page 7–13 to estimate the time required. If a player must play two or more matches in a row, allow more time than shown on that chart.

11. Schedule. Provide each team captain a schedule of play. If individual copies cannot be provided, the schedule should be clearly posted where captains can check it.

12. Balls. Issue each captain enough balls to last for the entire event. 3 balls are usually enough for most team tournaments. You will need extra balls but make sure that the desk crew and team captains understand your policy of providing additional balls.

13. Entry Blank. The entry blank should include details on the composition of teams and the method of play. Any deviation from procedures covered in this chapter must be specified in the entry blank.

NOTE: The following examples are suitable for copying onto an entry blank.

14. Method of Play – 2 Player Team – Best of 5 matches (4 singles and 1 doubles). The format is similar to Davis Cup tennis. A team match consists 4 singles and 1 doubles matches played in the prescribed sequence. All individual matches will be best 3 of 5 games. Any player required to play successive individual matches is entitled to 5 minutes rest between such matches.

14.a. Format: Play will be divided into a preliminary and an event stage. All teams will play in both stages. Specific details will be provided to team captains when they register.

– Preliminaries: round robin groups of 5 or 6 (or more) teams.

– Events: Teams will be placed in Championship, Class A, or Class B round robin events based on their records in the

preliminary stage.

– Teams to meet only once: Teams meeting in both stages will play only once. The results of the team match between the teams in the preliminary stage will be posted to the draw sheet for the event stage and will be counted in the results of that event. This does not apply if there is a play-off between winners of separate round robin groups to determine the event winner.

14.b. Captains report to the control desk and, by coin toss, determine the A,B – X,Y designations.

14.c. Each captain will then choose two players from his/her team to play the singles matches of that team match and assign each a letter designation.

14.d. The captains will each place these names on the team match sheet without showing them to the opposing captains. After both line-ups have been completed they will be shown to the opposing captains and no further changes may be made. If a player is unable to play because of illness, injury, or absence, his/her matches will be defaulted when they are due to be played.

14.e. Matches will be played in the following order:

A vs X
B vs Y
Doubles
A vs Y
B vs X

(A captain need not name the doubles pair until after completion of the first 2 singles matches. The captain may then name any two players to play the doubles match.)

14.f. Defaults: If a team is not present to play at the scheduled starting time, matches will be defaulted as follows: After 5 minutes the first match; after an additional 15 minutes, the second match; after an additional 15

minutes, the third match and the team match. The team that is present will choose AB or XY.

14.g. If at the end of any stage two or more teams in a group have won the same number of match points their relative positions shall be determined using the tie breaking procedures in Chapter 7.

14.h. Unnecessary matches. Once a team has won the number of individual matches necessary to win a team match, other matches should not normally be played, since there is little incentive to win. If the team consists of more than the minimum number of players, it permits the captain to select players for a team match to balance play, consider the strength of the opposing team, and rest his players. There may also be the desire of the players to play as many matches as possible. The tournament committee should determine what they want and select from the following options.

14.h.1. Once a team has won 3 matches the team match is finished. If there is time and a table available, the remaining matches may be played if both captains agree. The results will be reported and will count for ratings. The results of any unnecessary matches will not be considered in determining team standing in this tournament.

14.h.2. All team matches will be played to the completion of all 5 matches. The reported team match score will reflect all matches played and will be used for tie breaking procedures.

15. Method of Play – 3 Player Team – Best of 5 matches (5 singles). A team match consists of 5 singles matches played in the prescribed sequence. All individual matches will be best 3 of 5 games. Two players from each team will each play 2 singles matches (players A & B and X & Y); the other players will each play 1 singles match (C and Z). The winner of the team match is the team that wins 3 matches. As soon as one team has won 3 matches the team match is completed and

results will be promptly reported to the control desk. See also the discussion in para 15.h., above. If two tables are available, a player required to play successive matches is entitled to 5 minutes rest between such matches.

15.a. Format: Play will be divided into a preliminary and an event stage. All teams will play in both stages. Specific details will be provided to team captains when they register.

* – Preliminaries: round robin groups of 5 or 6 teams.

* – Events: Teams will be placed in Championship, Class A, or Class B round robin events based on their records in the preliminary stage.

* – Teams to meet only once: Teams meeting in both stages will play only once. The results of the team match between the teams in the preliminary stage will be posted to the draw sheet for the event stage and will be counted in the results of that event. This does not apply if there is a play-off between winners of separate round robin groups to determine the event winner.

* 15.b. Captains report to the control desk and, by coin toss, determine the A, B, C – X, Y, Z designations.

* 15.c. Each captain will then choose three players from his/her team to play the singles matches of that team match and assign each a letter designation.

* 15.d. The captains will each place these names on the team match sheet without showing them to the opposing captains. After both line-ups have been completed they will be shown to the opposing captains and no further changes may be made. If a player is unable to play because of illness, injury, or absence, his/her matches will be defaulted when they are due to be played.

15.e. Matches will be played in the following order:

A vs X

B vs Y

C vs Z

A vs Y

B vs X

15.f. Defaults: If a team is not present to play at the scheduled starting time, matches will be defaulted as follows: After 5 minutes the first match; after an additional 15 minutes, the second match; after an additional 15 minutes, the third match and the team match. The team that is present will choose ABC or XYZ.

* 15.g. If at the end of any stage two or more teams in a group have won the same number of match points their relative positions shall be determined using the tie breaking procedures in Chapter 7.

16. Method of Play – 3 Player Team – Best of 5 matches (4 singles and 1 doubles)(Olympic Format). All individual matches will be best 3 of 5 games. Any player required to play successive individual matches is entitled to 5 minutes rest between such matches. The winner of the team match is the team that wins 3 matches. As soon as one team has won 3 matches the team match is completed and results will be promptly reported to the control desk.

16.a. Sub-paragraphs 16.a through d and 16.g above, apply. (Applicable sub-paragraphs are indicated by an *).

16.b. Matches will be played 1,2, or 3 at a time in the following order:

A vs X

B vs Y

C & A or B vs Z & X or Y

(A captain need not name the doubles pair until after completion of the first two singles matches.)

A or B vs Z (A or B that didn't

play doubles vs Z)

C vs X or Y (C vs X or Y that didn't play doubles)

16.c. Defaults: If a team is not present to play at the scheduled starting time, matches will be defaulted as follows: After 5 minutes the first match; after an additional 15 minutes, the second match; after an additional 15 minutes, the third match and the team match. The team that is present will choose ABC or XYZ.

17. Method of Play – 3 Player Team – Best of 7 matches (6 singles and 1 doubles). A team match consists of seven singles matches played in the prescribed sequence. All individual matches will be best 3 of 5 games. The winner of the team match is the team that wins 4 matches. As soon as one team has won 4 matches the team match is completed and results will be promptly reported to the control desk. See also the discussion in para 15.h., above. Any player required to play successive individual matches is entitled to 5 minutes rest between such matches.

17.a. Sub-paragraphs 16.a through d and 16.g above, apply. (Applicable sub-paragraphs are indicated by an *).

17.b. Matches will be played 1,2, or 3 at a time in the following order:

- A vs Y
- B vs X
- C vs Z
- Doubles
- A vs X
- C vs Y
- B vs Z

(A captain need not name the doubles pair until after completion of the first 3 singles matches. The captain may then name any two players to play the doubles match.)

17.c. Defaults: If a team is not present to play at the scheduled starting time, matches will be defaulted as follows: If 2 tables are available after 5 minutes matches 1 & 2; after an additional 15 minutes (total 20 min), matches 3 & 4 and the team match. If only one table is available, one match will be defaulted at 5 minutes and at each 15 minutes after that until the team arrives or loses the team match. The team that is present will choose ABC or XYZ.

18. Method of Play – 3 Player Team – Best of 9 matches (9 singles). A team match consists of nine singles matches played in the prescribed sequence. All individual matches will be best 3 of 5 games. The winner of the team match is the team that wins 5 matches. As soon as one team has won 5 matches the team match is completed and results will be promptly reported to the control desk. See also the discussion in para 15.h., above. Any player required to play successive individual matches is entitled to 5 minutes rest between such matches.

18.a. Sub-paragraphs 16.a through d and 16.g above, apply. (Applicable sub-paragraphs are indicated by an *).

18.b. Matches will be played 1, 2, or 3 at a time in the following order:

- 1. A vs X 4. B vs X 7. B vs Z
- 2. B vs Y 5. A vs Z 8. C vs X
- 3. C vs Z 6. C vs Y 9. A vs Y

18.c. Defaults: If a team is not present to play at the scheduled starting time, matches will be defaulted as follows: If 2 tables are available after 5 minutes matches 1 & 2; after an additional 15 minutes (total 20 minutes), matches 3 & 4; after an additional 15 minutes, match 5 and the team match. If only one table is available, match one will be defaulted at 5 minutes and an additional match each 15 minutes after that until the team arrives or loses the team match. The team that is present will choose ABC or XYZ.

19. Matches and Ratings. If a match is being played that could decide the team match, and a table is open, the next match should be started. If, while the next match is being played, the previous match is completed, giving one team the victory, it is advisable to stop the match that can no longer decide the team match.

19.a. However, if both captains agree, the match can be completed and the results will count for ratings but not for the team score. Once the match continues, it will count for ratings. If a player refuses to continue that player will be defaulted with the resultant loss of rating points.

19.b. If a match is inadvertently started out of sequence, the match should be stopped when the error is discovered. The score and server should be noted on the scorecard. If this match becomes necessary, it must be resumed at the point of interruption (with the same score, server and side). If the match is completed it will be used for ratings but not for the team score unless necessary.

20. Frequently asked questions.

20.a Q In a team match (9 matches) Team "A" leads Team "B" 4 matches to 1 and the 6th match has begun and a table is open. What should occur?

A The next (7th) match should begin.

20.b Q In the above team match, Team "A" wins match 6 and therefor the team match with a score of 5-1. What happens to the 7th match being played.

A The 7th match may be stopped. If both captains agree the match may continue and will be used for ratings only. It will not count in the team score. It must be recorded on the team match card.

20.c Q Same situation: if the 7th match ends before the 6th ?

A The 6th match must be completed and will count for the team score and be reported for ratings. The 7th match must be recorded on the team match card and will be used for ratings. It will be used for the team score only if Team "B" won the 6th match.

20.d Q In a team match (9 matches) the team score is 1-1. Match 8 is inadvertently started. What happens?

A If the 8th match is completed out of order, it is counted for the team score only if the team match hasn't been decided before the 8th match is scheduled to be played. In any case it is counted for ratings. If not completed, the 8th match should be stopped and the server and score recorded. If the match is needed for the team result. It will resume where it was suspended.

20.e Q A team selects a player to play in a team match and the player becomes ill before his/match is scheduled. Can the captain substitute another player?

A Once rosters for a team match have been shown to the opposing captains, no changes may be made. The player would default those matches. If the opposing captain and the referee approve, a player may be substituted for an injured player if s/he hasn't played in that team match. The opposing captain and referee are under no obligation to accept a substitution.

20.6 Q In a team match (9 matches) a team has only 2 players who are able to play. What happens?

A With the referee's permission, the team match can be played and individual matches defaulted when the 3rd player is scheduled to play. Players entering a team tournament should be prepared to stay until the tournament is finished.

21. Recording Results.

22.a. Draw sheets are posted with team results in the same manner as for individual

events except that only the team match score is posted. If you want to post results of individual matches use a large round robin draw sheet with the players listed with the teams in order. Cross out the squares where teammates would play each other. Record matches as shown in Chapter 7.

21.b. Team match sheets. The team match sheet is the critical form for recording the results of the event and is used to determine standings and for ratings. It is completed by team captains. To ensure the accuracy of this vital form you must stress to captains the need for accuracy and neatness. Sample team match sheets are shown beginning on pages 8–9. See Chapter 13, Reports for the proper way to complete the team match sheets.

21.c. Reporting results for ratings. See Chapter 13. The Ratings Chairman will accept results on either completed team match sheets or large round robin draw sheets. If the team match sheets are sent in, the player's USATT number must be shown the first time a player is listed on the team match sheet.

21.c.1. A member of the tournament committee must check each team match sheet when it comes in to verify it is complete and that all information is legible.

21.c.2. If you send in the team match sheets for ratings, you need to complete them in 2 copies or make photo-copies before sending them in.

Team Match, 2 Player Teams

USATT Team Match

Tournament _____

Date(s) _____



ATTENTION: Please record all scores accurately. It is important for tie-breaking and may be needed for rating purposes.

AB _____ Team name _____ Team name XY

* Scores *

A						X
B						Y
D B L						D B L
A						Y
B						X

Matches

Event

Round - Match

Captain's Signatures

Umpire's Signature

Circle each match winner's name

* These columns are used for recording serve

Team Match, 3 Player Teams World Team Format

USATT Team Match

Tournament _____

Date(s) _____



ATTENTION: Please record all scores accurately. It is important for tie-breaking and may be needed for rating purposes.

AB _____ Team name _____ Team name _____ XY

		*	Scores		+		
A							X
B							Y
C							Z
A							Y
B							X
			Matches				

Event

Captain's Signatures

Round - Match

Umpire's Signature

Circle each match winner's name

* These columns are used for recording serve

USATT Form T 133W Match Sheet 3 Player Team (World Team Format)

Team Match, 3 Players

USATT Team Match

Olympic Format



Tournament _____

Date(s) _____

ATTENTION: Please record all scores accurately. It is important for tie-breaking and may be needed for rating purposes.

ABC _____

_____ XYZ

Team name

Scores

Team name

A						X
B						Y
A or B & C						X or Y & Z
B or A						Z
C						Y or X

Matches

Captain's Signatures

Event
Georgia Cup

Round - Match

Umpire's Signature

Circle each match winner's name

* These columns are used for recording serve

USATT Form T 134W Match Sheet 3 Player Team (Olympic Team Format)

Team Match, 3 Player Teams

7 Matches

USATT Team Match



Tournament _____

Date(s) _____

ATTENTION: Please record all scores accurately. It is important for tie-breaking and may be needed for rating purposes.

AB _____ XY
Team name Team name

		*	Scores	*		
A						Y
B						X
C						Z
D B L						D B L
A						X
C						Y
B						Z

Matches * for indicating server/result

--	--

 Captain's Signatures

 Umpire's Signature

**Team Match, 3 Players Teams
9 Matches**

USATT Team Match

Tournament _____

Date(s) _____



ATTENTION: Please record all scores accurately. It is important for tie-breaking and may be needed for rating purposes.

AB _____ Team name _____ Team name _____ XY

		*	Scores	*		
A						X
B						Y
C						Z
B						X
A						Z
C						Y
B						Z
C						X
A						Y

Final

Matches

The match C vs X was used for ratings only, not

Captain's Signatures

Umpire's Signature

Chapter 9 – Time Scheduling

1. General. Time scheduling is required for major tournaments. Its use in other tournaments is up to the tournament committee.

2. Concept of Scheduling. The concept is to make sure that all matches can be played in the time available on the tables that you are using. Players can program their time to be prepared for their matches. A thorough understanding of Chapter 2, Tournament Design, is helpful in setting up a time schedule.

3. Procedures. Determine what events you will have, how many entries in each, and the format, e.g. single or double elimination or round robin. Then, considering the number of tables available, calculate the total time required to run all events.

3.a. You must consider the format as well as the number of entries. It will not be possible to use all the tables for all the playing times. As you get to later rounds of single elimination you naturally have fewer matches.

3.a.1. Single elimination requires one less match than the number of players. 32 entries will require 31 matches as follows: 1st round of 16 matches, 2nd round of 8 matches, quarter-finals (4 matches), semi's (2), and the final. There will seldom be an exact number (power of 2) 16, 32, 64, etc. You must consider the number of rounds as well as the total number of matches because even with 40 tables you could not run all 31 matches of this event at one time. You must consider at least 5 time slots for the 5 rounds. The time schedule should consider the matches for the largest reasonable number of entries. Experience running similar type tournaments will greatly improve your ability to estimate.

3.a.2. Round robin. Refer to the chart on Page 7–16 to determine the number of matches and rounds required for various numbers of entries. The size of the groups, number of groups, and the format for continuing are all relevant to making the schedule. Group winners can be put into a single elimination draw or another round robin stage. You can advance one or more from each group. Whatever you do, make sure your schedule provides for all required matches.

3.b. Schedule events to minimize the probability of a player being required to play two or more matches at the same time. Remain flexible enough to handle those conflicts that will arise.

3.c. It is helpful to schedule round robin groups to play a whole round or two at the same time. This will minimize conflicts, particularly if you use all tables for the round robin event.

4. Sample Time Schedule. The sample schedule on the next page was developed after a tournament, to prepare an entry blank for another tournament. It schedules events on 8 tables with 20 minutes per match. It was not announced to the players. A printed schedule should not normally be used with less than 30 minutes per match. It is always good to run a time schedule with only the desk crew knowing about it before you try a printed time scheduled tournament.

4.a. The sample includes information needed to make a schedule:

Event	Entries	Format	Rounds	Matches
Championship	28	Elimination	5	27
Class A	33	Elimination	5+	32
Class B	26	Elimination	5	25
Class C	32	RR 4X8	6	55
Novice	24	RR 4X6	7	43
Junior	8	RR 4X2	4	13
Senior	12	Elimination	4	11
Women	5	RR 5	5	10
Doubles	15	Elimination	4	14
				230

4.b. The following abbreviations are used in the table:

CH-1-1	Championship 1st round, 1st match.
A-P-2	Class A, preliminary round, match 2.
C4-2-2	Class C RR group 4, 2nd round, 2d match.
N2-2-1	Novice RR group 2, 2nd round, 1st match.
NS1-1	Novice semi-final round robin, group 1, match 1.
WS-3-2	Women's singles, round 3, match 2.

4.c. The Novice singles is played in 6 groups of 4, followed by semi-final round robin groups of 3 players each, then a final match.

4.d. Class C was scheduled to be played late as a round robin. This accomplished two things: it made good use of tables late in the day, permitting more total matches, and provided more matches for the lower rated players, who normally like to play as much as they can, win or lose.

4.e. The sample schedule accounts for 248 playing times out of a possible 288. That is 86% table usage. That is extremely high table usage; 70%usage is a more reasonable goal. There are some additional open times because we scheduled full rounds for elimination events and 3 preliminary matches for Class A when the entries required only one preliminary match. These blocks should be cleared before play begins to show available slots for delayed matches.

Sample Time Schedule

Table	1	2	3	4	5	6	7	8
9:00	N1-1-1	N1-1-2	N2-1-2	N2-1-2	N3-1-1	N3-1-2	N4-1-1	N4-1-2
9:20	N5-1-1	N5-1-2	N6-1-1	N6-1-2	N1-2-1	N1-2-2	N2-2-1	N2-2-2
9:40	N3-2-1	N3-2-2	N4-2-1	N4-2-2	N5-2-1	N5-2-2	N6-2-1	N6-2-2
10:00	N1-3-1	N1-3-2	N2-3-1	N2-3-2	N3-3-1	N3-3-2	N4-3-1	N4-3-2
10:20	N5-3-1	N5-3-2	N6-3-1	N6-3-2	JR1-1-1	JR1-1-2	JR2-1-1	JR2-1-2
10:40	SS-1-1	SS-1-2	SS-1-3	SS-1-4	JR1-2-1	JR1-2-2	JR2-2-1	JR2-2-2
11:00	CH-1-1	CH-1-2	CH-1-3	CH-1-4	CH-1-5	CH-1-6	CH-1-7	CH-1-8
11:20	CH-1-9	CH-1-10	CH-1-11	CH-1-12	CH-1-13	CH-1-14	CH-1-15	CH-1-16
11:40	CH-2-1	CH-2-2	CH-2-3	CH-2-4	SS-1-5	SS-1-6	SS-1-7	SS-1-8

12:00	CH-2-5	CH-2-6	CH-2-7	CH-2-8	NS1-1	NS2-1	JR2-2-1	JR2-2-2
12:20	SS-2-1	SS-2-2	SS-2-3	SS-2-4	NS1-2	NS2-2	JR3-2-1	JR3-2-2
12:40	SS-S-1	SS-S-2	JR1-3-1	JR1-3-2	NS-1-3	NS-2-3	JR3-2-1	JR3-2-2
1:00	CH-Q-1	CH-Q-2	DBL-1-1	DBL-1-2	DBL-1-3	DBL-1-4	DBL-1-5	
1:20	CH-Q-3	CH-Q-4	SS-FINAL	N-FINAL	JR-FINAL	DBL-1-6	DBL-1-7	DBL-1-8
1:40	CH-S-1	A-P-1	DBL-Q-1	DBL-Q-2	A-P-2	WS-1-1	WS-1-2	A-P-3
2:00	CH-S-1	CH-S-2	DBL-Q-3	DBL-Q-4		WS-2-1	WS-2-2	
2:20	DBL-S-1	CH-S-2	A-1-1	A-1-2	A-1-3	A-1-4	A-1-5	
2:40		DBL-S-2	A-1-6	A-1-7	A-1-8	A-1-9	A-1-10	
3:00	CH-FINAL	WS-3-1	WS-3-2	A-1-11	A-1-12	A-1-13	A-1-14	A-1-15
3:20		WS-4-1	WS-4-2	A-1-16	A-2-1	A-2-2	A-2-3	A-2-4
3:40	DBL-FINAL	A-2-5	A-2-6	B-1-1	B-1-2	B-1-3	B-1-4	B-1-5

4:00	B-1-6	WS-5-1	WS-5-2	A-2-7	A-2-8	B-1-7	B-1-8	B-1-9
4:20	B-1-10	B-1-11	B-1-12	B-1-13	B-1-14	B-1-15	B-1-16	
4:40	A-Q-1	A-Q-2	A-Q-3	A-Q-4	B-2-1	B-2-2	B-2-3	B-2-4
5:00	C1-1-1	C1-1-2	C2-1-1	C2-1-2	C3-1-1	C3-1-2	C4-1-1	C4-1-2
5:20	A-S-1	A-S-2	B-2-5	B-2-6	B-2-7	B-2-8	C5-1-1	C5-1-2
5:40	C6-1-1	C6-1-2	C7-1-1	C7-1-2	C8-1-1	C8-1-2	C1-2-1	C1-2-2
6:00	A-FINAL	C2-2-1	C2-2-2	C3-2-1	C3-2-2	C4-2-1	C4-2-2	
6:20	B-Q-1	B-Q-2	B-Q-3	B-Q-4	C-2-1	C5-2-2	C5-2-1	C5-2-2
6:40	C6-2-1	C6-2-2	C7-2-1	C7-2-2	C8-2-1	C8-2-2	C1-3-1	C1-3-2
7:00	C5-3-1	C5-3-2	C6-3-1	C6-3-2	C7-3-1	C7-3-2	C8-3-1	C8-3-2
7:20	B-FINAL	C-Q-1	C-Q-2	C-Q-3	C-Q-4			
7:40	C-S-1	C-S-2						
8:00	C-FINAL							
8:20								
8:40								

Color coding events makes it easier to follow the events.

Chapter 10 – Computer Operations

1. General. This edition provides common forms used in tournaments. There are many computer programs that have been developed by USATT and individuals throughout the country.

2. Recognized Computer Programs. There are two programs that do a good job running tournaments. The tournament director is responsible for ensuring that the program complies with the requirements of the *Tournament Guide*, including geographical separation.

a. Zermelo. Contact David Marcus <http://www.davidmarcus.com/Zermelo.htm>

b. The Lily Yip Table Tennis Tournament Software. Contact Barry Dattel website www.lilyttc.com <<http://www.lilyttc.com>> or email at lily@lilyttc.com

c. OmniPong. Contact Craig Krum at support@omnipong.com

3. Other Computer Programs. Many people have developed their own programs for various portions of tournament operations. Tournament directors are free to develop their own programs or use those developed by others. The only restrictions are that the results comply with the correct draw procedures as outlined in this *Tournament Guide* and the results are reported in the formats specified in Chapter 13.

4. Computer Files on Disk. The remainder of this chapter pertains to Microsoft Excel and Word files provided on the CD provided with this edition of the *Tournament Guide*.

4a. Files are created in Excel or Word to permit use by most computers.

4b. As with all software, you should copy the files to another disk and make no changes to the files on the disk. That way, if

you make an error you will still have the original files.

5. Ratings. Ratings are available at:

5.a. Check the following URL then go to Other Functions then Ratings Download. <https://www.usatt.org> [railstation.org](https://www.railstation.org) and click on the menu

Ratings are updated each Thursday night.

5.b. Latest ratings should be checked before making draws

6. USATT Forms. This file contains:

6.a. USATT Membership receipts conforming to forms printed by USATT.

6.b. Tournament Sanction Request. A 2 page form you can fill out on the computer.

6.c. Tournament Report. The form contains current fees and formulas to calculate expenses. The fees and formulas can be changed to conform to changes in fees.

6.d. A sample registration (entry) list. This file contains formulas for computing fees. You will need to adjust the formulas to conform to your fee schedule.

7. Elimination Drawsheets. This file contains:

7.a. Single elimination forms for 8, 16 and 32 players.

7.b. Double elimination forms for 4, 8 and 16 players.

7.c. Progressive elimination forms for 8 and 16 players

8. RR Drawsheets 5 game matches. This file contains:

8.a. The match sequences shown in the file RR Formats (1) are for when one player advances from each group. If two players are to advance, use the file RR Formats (2). If all

players advance use the forms for 1 advancing.

8.b. Round robin forms for 4 players with match sequence shown below based on names in the draw sheet. Group 1 contains an example of how to fill out the form. Change the letters to names and the names will be printed below the form.

8.c. Round robin forms 2 groups of 4 players with cross-over semi-finals on one sheet. The elimination draw sheet can be copied to other sheets.

8.d. Round robin forms for 4 players x 4 groups on one sheet.

8.e. Round robin forms for 5 players with match sequence shown below based on names in the draw sheet. Group 1 contains an example of how to fill out the form.

8.f. Round robin forms for 5 players x 4 groups on one sheet.

8.g. Round robin forms for 6 and for 8 players with match sequence shown below, based on names in the draw sheet. RR 6 has letters for player names.

8.h. Round robin forms for 10 and for 12 players with match sequence shown below without reference to names on the draw sheet.

8.i. Round robin forms for 14 and for 16 players with match sequence shown below without reference to names on the draw sheet. These forms are only provided in the file where 1 player advances. Use only legal size paper for these forms.

8.j. For match sequence RR forms without names on the draw sheet, refer to Chapter 7.

8.k. All forms are designed so you only need to record scores in the upper side for all matches. Formulas transpose the results to the lower side

Group 1		A	B	C
	15948		W 8 7	W
A	Abercrombie, Joe 1925		-9 -10 8	9 11 10
	57841	L -8 -7		L -9 13
B	Jones, Indiana 1865	9 10 -8		8 -9 -11
	278	L	W 9 -13	
C	Marlow, John 1753	-9 -11 -10	-8 9 11	

Chart instructions: If the number in the bottom right corner is a positive number the top left cell will record a W, otherwise it will record an L. If there is a default, you will need to record a W or L depending on who won. You will also need to check if any score is zero. As written, the file does not display zeros. **NOTE:** This makes it extremely

important that you copy this and all other files before working on them.

9. RR Drawsheets 7 game matches. This file contains drawsheets for various size groups. Check the match sequence in Chapter 7.

10. Round Robin Reporting Sheets. Forms for players to fill in results.

11. Match Cards. This file contains:

11.a. Match cards, 4 match cards per page. Put club or tournament name on the top left match card. That information will be placed on each match card.

11.b. Match card (full page) for best of 5 games match. Delete 2nd row for singles.

11.c. Match card (full page) for best of 7 games match. Delete 2nd row for singles.

12. Team Match Sheets. This file contains:

12.a. Team match sheet for 2 player teams (Davis Cup format).

12.b. Team match sheet for 3 player teams with 5, 7 and 9 match formats.

12.c. Team match sheet for 3 player teams with Olympic format.

12.c. Table control sheet (for use with any tournament format).

13. Liability Waiver. This MS Word file must be completed by each player in a tournament. It is available in one per page or two per page formats. These forms are also normally sent from USATT in the tournament packet.

14. Tournament Reporting. Forms for reporting memberships and results.

14.a. Membership Template.xlsx for reporting memberships.

14.b. Results Upload Template, xlsx for reporting results.

Chapter 11 – Tournament Operations

1. General. This chapter covers those operations dealing with control of play. The tournament must be planned, scheduled, and run with consideration of the responsibilities to the players, the management committee, and to the public.

2. Player Registration. Sufficient committee members should be available to register the number of players expected at any one time. Players can be expected to arrive in time only for the events entered.

2.a. Registration items.

2.a.1. Entry list with notation of fees owed and any information needed from the player, to include proof of membership if not listed as current.

2.a.2. Player entry forms, filed alphabetically by last name.

2.a.3. Completed receipts for new or renewing members or players buying tournament passes.

2.a.4. Any material to be given to the players; e.g. balls and a playing schedule to team captains in a team tournament, instructions, etc.

2.b. Registration procedure. Upon completion of registration, circle or highlight the player number to the left of the name on the rating list or other listing. On the second day, make a check or highlight the name (to identify players checked in).

2.b.1. For players whose membership is verified from the rating list and whose fees are correct, simple identification by name is all that is required. The player need not show his membership card.

2.b.2. New members - issue receipt (birth date is required).

2.b.3. Player claiming membership (not verified on rating list) - require proof of membership or require player to buy a membership.

2.b.4. The sponsoring club will be billed for a membership for anyone who plays in the tournament without a membership or tournament pass.

2.b.5. Player owing money or due a refund – pull his/her entry form and record the payment or refund.

2.b.6. Anything requiring more than a simple check-off should be handled by another committee member and not delay registration of other players during peak registration times.

3. Control Desk and Operations Crew. The desk should be positioned where the crew can observe all of the tables. The crew should consist of enough people to control play and few enough to avoid getting in each others' way. A normal crew consists of three people. See figure below.

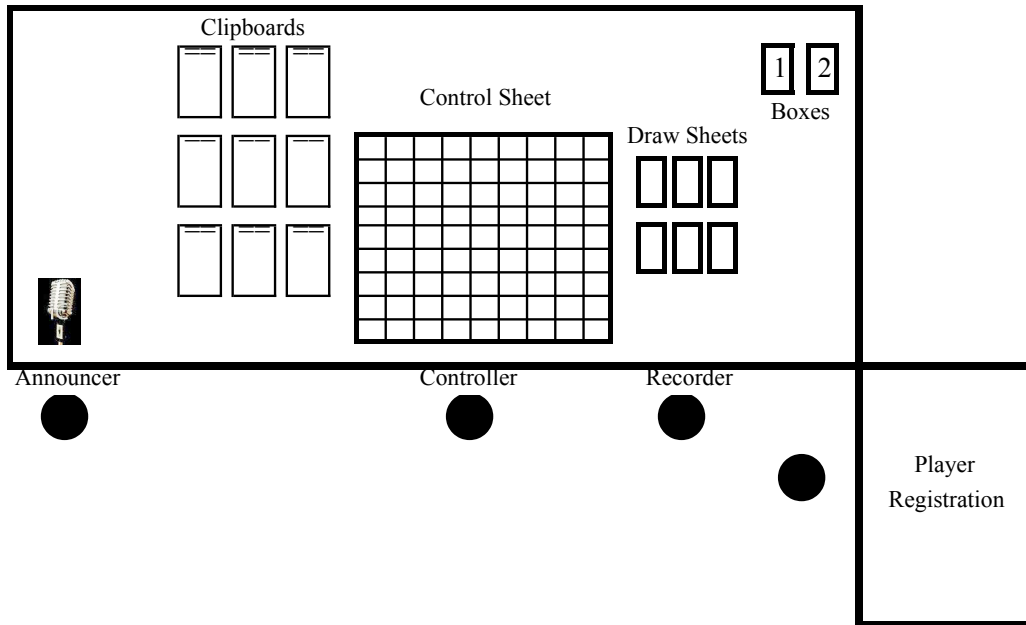
3.a. Recorder – Posts desk draw sheet and completes match cards.

3.b. Controller – Assigns matches to tables.

3.c. Announcer – Calls players for matches.

3.d. Poster - Posts the wall copy of the draw sheets (this may be an additional crew member or may be done by any of the above members).

Control desk



Control Sheet

1	2	3	4	5	6	7	8
Miller Hu, Dale	He, Harly Zhang	Vermuri Chen, V	Levens Slater	Dyl Veazey	Hu, Brian Yin, X	Cooper Green	Pahl Ma, Jeff
Chen, Brent Xuan, C	Stirbu Strachan	Putnam Barbour	De Souza Barrett	Gulti Gayle	Barbour Sutton	Dassoyal Zou, Y	Charles Wang, J
Charles Cooper	Dyl Miller	Stirbu Vemuri	Chen, V Pahl	Gulti Zou, Y	Hu, B He, H	Slater Barrett	Levens Chen, A

4. Control Forms. Forms needed for control of play are: draw sheets for each event, match cards for each match, and a control sheet. The control sheet is a large sheet with a column for each table and lines for names of players assigned to matches.

4.a. The control sheet in the figure above is effective for small tournaments. It has the advantage of being able to compare empty clipboards against matches that aren't checked in on the control sheet. If you have an empty clipboard and the

sheet shows the match is still going, simply mark it finished.

4.b. Pegboards. This is acceptable for a small or medium size tournament. Prepare a pegboard with player names (taped) by holes in the board. Also prepare and number 4 pegs (golf tees work well) for each table to be used (to allow for doubles) and several pegs of a different color to be used when players are not available. When a match is called, take the pegs for the table and place them in holes next to the players indicating that they are playing a match on that table. When players check out for lunch or any other

reason, place a colored peg next to their names to indicate they are unavailable. If you are making a pegboard, consider the space needed for names. A typed alphabetical list is best and can easily be changed for the next tournament.

4.c. Another good control sheet is a typed or computer list (alphabetical of course) with horizontal lines. You could start with an "I" for each player when they check in. As they are called for a match, circle the "I" indicating that the player is not available. When the completed match card is returned, draw another "I". It is essential that you establish and follow specific procedures for when to mark the sheet, otherwise there may be many calls for players who are playing. After awhile, they get upset at the desk.

5. Control of Play. The desk crew calls matches and assigns tables in accordance with the general schedule and priorities as established by the tournament director. In smaller tournaments without a published time schedule (if tables and players are available) it is normally best to play matches as soon as possible without waiting for a specified time.

5.a. Step 1: The recorder passes to the controller all match cards as soon as they are completed with all names for the next round to be played. The controller checks the control sheet to make sure both players (pairs) are available (not already playing). S/he then finds an available table (indicated by an empty clipboard), places the match card on the clipboard for that table (clipboards are numbered to correspond to the table numbers), writes in both (all) names under the assigned table number on the control sheet, and hands the clipboard to the announcer, who calls the match and returns the clipboard to the controller. When the players report for the match, the controller draws a line through the match on the control sheet indicating that the match is out, and issues the

clipboard (with match card), pencil, and a ball. (In the figure on page 11-2 highlighting is indicated by drawing a line through the match.

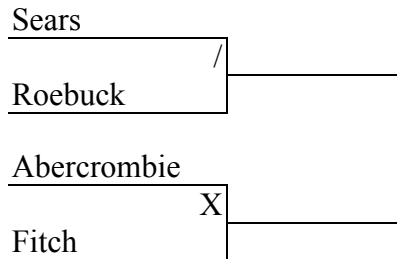
5.b. **NOTE:** The controller has the key role in deciding which match to call. If doubles matches are available, priority should normally be given to them. If a doubles match can't be called because one or more of the players is playing, the controller can mark a "D" by that players name to ensure that he/she isn't sent out for another singles match. In a small tournament this may result in singles matches coming to a stand-still. This delay of singles matches normally doesn't last long and is often preferable to dragging the doubles out all day.

5.c. **NOTE:** The controller must be aware of the tournament activity. If one or more players are winning matches in several events the controller must see that the events don't get behind. This can be done by giving those players priority without unnecessarily requiring back-to-back matches. In double elimination events, priority must be given to the losers' bracket to avoid long delays.

5.d. Step 2: Upon completion of the match the winner returns the clipboard, match card, pencil, and ball to the controller. The controller checks the match card to see that it has the winner's name(s) circled and the scores are properly recorded. Puts another line through the match forming an X, removes the match card from the clipboard and passes the match card to the recorder for posting. The process can be speeded up by using a two clipboard system.

5.e. Step 3: The recorder posts the results on the desk copy of the draw sheet, **(draw sheets should be taped down to the desk)** draw a diagonal line across the match card, and places it face up in box 1 on the desk (top figure page 11-2). S/he

then posts the winner to the match card for his next match in that event (if single elimination). When the match card is complete, the recorder indicates it on the draw sheet by placing a small slash "/" in the "T" for that match on the draw sheet.



When a match is sent out to play, cross the

slash making an "X" to indicate that the match is being played.

5.f. Step 4: The poster takes the completed match cards and posts the results on the wall copy of the draw sheet. He then draws a diagonal line across the match card, completing an "X", and places it face down in box 2.

6. Recording Results. The following procedures must be followed in posting results.

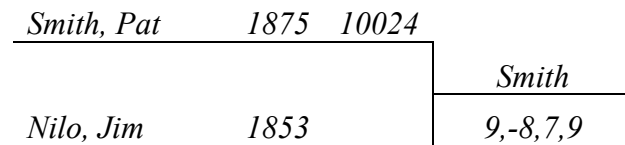
6.a. Round robin events. In the round robin group below the results are as follows:

Player A defeated Player B 11-9, 8-11, 11-7, 11-9; Record the score of the loser of each game

	A	B
A	X	W 9 -8 7 9
B	L -9 8 -7 -9	X

6.a.1. Record results in both boxes for each match. Players should not normally be required to complete the forms. It is better to use forms as shown on page 11-5 with matches listed in the proper order. You can use letters, and names if practicable.

6.a.2. If the forms are completed at the control desk, it is



preferable to have the last 3 games on the bottom line. See Chapter 10 for use of downloadable forms.

6.b Elimination events. Record the score under the player's name who won the match. Record the score of the player who lost each game. If the match winner lost one or more games, show those scores as (-)

The initial listing must include the last name, first name, rating. If more than one person with the same last name, include the membership number if the player is already a member. In match results, you normally only include the last name unless an initial or first name will eliminate confusion.

2016 T.G. 11-4

7. Pitfalls to Avoid. The following items are most irritating to tournament players.

7.a. Events not starting on time. You can avoid this by proper planning. If

after making your final schedule some event starting times will be delayed, announce the new starting time.

7.b. Playing until midnight or later. You can avoid this by proper tournament design. Limit entries if necessary.

7.c. Long waits between matches or too many matches back-to-back. Good scheduling and an alert controller can minimize these problems.

7.d. No results available to the players. Have someone designated to keep the wall copies of draw sheets current.

7.e. Results not checked as match sheets are turned in. This often results in having to track down players to correct recording errors by players.

Group 1

1		–		
A	<i>Stirbu, Petro</i>	–	<i>Chen, Brent</i>	C
		–		
2		–		
B	<i>Zhang, Kui</i>	–	<i>Venkatesh, Krishna</i>	D
		–		
3		–		
A	<i>Stirbu, Petro</i>	–	<i>Zhang, Kui</i>	B
		–		
4		–		
C	<i>Chen, Brent</i>	–	<i>Venkatesh, Krishna</i>	D
		–		
5		–		
A	<i>Stirbu, Petro</i>	–	<i>Venkatesh, Krishna</i>	D
		–		
6		–		
B	<i>Zhang, Kui</i>	–	<i>Chen, Brent</i>	C
		–		

Chapter 12 – Major Tournaments

1. General. Major tournaments are those tournaments, 3 Star and above, that normally have a large number of the top players.

2. Tournament Calendar. The U.S. Open Championships and the U.S. National Championships (Closed) and other 5 star tournaments should be scheduled as far in advance as practical, preferably one year before the tournament. All other major tournaments should also be scheduled as far in advance as practical but no later than 4 months before the tournament. This scheduling will enable other tournament sponsors to schedule their tournaments efficiently without interfering with the major tournaments.

2.a. National Championships – Normally scheduled in early July in various venues.

2.b. U.S. Open – Normally scheduled in the 3rd week in December in various venues.

3. Referee Requirements by Tournament.

3.a. For the U.S. Open the referee will be a US International Referee appointed by the Umpires and Referees Committee (URC). A foreign IR will be invited as deputy referee. A USATT IR or NR will be appointed as a deputy referee.

3.b. For the U.S. National Championships (Closed) the referee will be a National (NR) or International Referee (IR) with an IR or NR deputy (appointed by the USATT URC). We will also invite a foreign IR (or NR if Canadian) as a deputy referee.

3.b. For other 5 Star tournaments the referee will be a National (NR) or International (IR) referee.

3.d. For other major tournaments, 3 and 4 star, the referee will be an International Referee, National Referee, Regional Referee or a Certified Referee who is an IU or NU appointed by the sponsoring affiliate and approved by the national sanctioning coordinator. Exceptionally, the NSC may approve a

Certified Referee below NU level if satisfied that the referee is capable of handling the assignment.

4. Time Scheduling. All events must be time scheduled by time and table.

5. Doubles Entries. All doubles entries must list their partners when entering 3, 4, or 5 Star tournaments. As an exception the sponsor, with the approval of the National Sanctioning Coordinator, may accept doubles entries without partners and may charge a fee for matching players with doubles partners.

6. Equipment Displays. All companies wishing to display equipment must be given equal opportunity to display equipment at reasonable rates unless the primary sponsor provides all of the prize money.

7. Facilities and Equipment.

7.a. Major tournaments normally use 24 or more competition tables. The facility should provide sufficient space for the tables and administrative areas such as:

- 7.a.1 Control desk.
- 7.a.2. Posting of draws.
- 7.a.3. Racket control area.
- 7.a.4. Spectator seating

7.b. The (USATT affiliate) sponsor is responsible for all facilities, equipment, and supplies required for running the tournament. This includes but is not limited to:

7.b.1. Scheduling, contracting for, and paying any fees for rental of the playing venue.

7.b.2. Shuttle service between the hotel and playing venue if it is not within reasonable walking distance.

7.b.3. All forms necessary to run the tournament. All draw sheets will conform substantially to the examples in this Tournament Guide. USATT will provide standard draw sheets on request. Down-

loadable files are also available in Chapter 10 – Computer Operations.

7.b.4. All equipment such as tables, balls, etc. as for any other tournament.

8. Draws. Draws will be done in accordance with the procedures in the applicable chapter of the *Guide*. The areas for geographical separation should be based on the experience of the referee or whoever makes the draw. The areas may be states or portions of states that provide the best objectives of geographical separation.

9. Racket Control. All major tournaments must use racket control measures to ensure that rackets comply with relevant regulations.

9.a The referee will select matches for racket control. Rackets will be tested for:

- 9.a.1. Legality of rubber.
- 9.a.2. Thickness of rubber.
- 9.a.3. Flatness of rubber.
- 9.a.4. Gloss of rubber.
- 9.a.5. Presence of volatile organic compounds (VOC) if testing equipment is available.

9.b MiniRAE device may be used to check for VOCs.

9.c. Voluntary racket testing will be made available for players and no penalty shall be imposed for a player whose racket fails a voluntary test.

10. U. S. Open Championships and National Championships (Closed) This information is for general guidance. Specific requirements will be confirmed by contract between USATT and NATT.

10.a. Sanction: The USATT Board of Directors will award the sanction for these tournaments based on the host city's ability to meet USATT goals for the competition. The executive director will negotiate with appropriate parties in cities interested in holding these championships. Other considerations include the desire to schedule major tourna-

ments so that players in all parts of the country can reasonably participate.

10.b. The U.S. Open and Nationals shall be conducted under USATT supervision or may be contracted to a professional tournament production company or tournament director, currently NATT.

10.c. Responsibility of USATT: All responsibilities will be provided by USATT or by NATT as agreed in the tournament contract.

10.c.1. Mail approved entry blanks at least 60 days before the event.

10.c.2. Secure a suitable playing site as defined in Chapter 4. Playing space for Men's and Women's Singles and Doubles and International Team events (U.S. Open), will be in accordance with ITTF regulations.

10.c.3. Provide seating for at least 1000 spectators.

10.c.4. Provide a public address system and suitable locker and dressing room space.

10.c.5. Provide suitable awards in keeping with the importance of the event. The following awards are required:

10.c.5.a. Winner and runner-up in all events.

10.c.6.b. Semi-finalists and quarter-finalists in men's and women's singles.

10.c.6.c. Additional prizes and awards may be presented if the sponsor so desires.

10.c.6.d. Men's and Women's Singles and Doubles and Mixed Doubles should be considered more important than rating, or age limited and other events. These events should be played on matted floors and have priority in scheduling.

10.c.6.e. The awards for all events will be engraved before the tournament with the tournament and event name, final position and date.

10.c.7. Provide full transportation costs for the US referees and chief umpires and their deputies according to USATT financial policies in place. Umpires will be reimbursed for transportation costs in accordance with schedules developed by the Chief Executive Officer (CEO) in coordination with the ORAC chairperson. Match officials from foreign associations will not normally receive any transportation reimbursement.

10.c.8. Provide, as a tournament expense, hotel hospitality for the other match officials for the duration of the tournament, with no more than two persons per room.

10.c.9. Provide a copy of the program to each player and match official.

10.c.10. Provide a site, including chairs and desks/tables, for the USATT National Umpire Examination and other exams if requested.

10.d. Every player will be legibly identified on the back of the playing shirt by name or by numbers provided by the tournament.

10.e. Tournament Conduct.

10.e.1. The Referee is responsible for the conduct of the draws for all events.

10.e.2. NATT will normally make the initial draws using tournament software. A copy of the draw for each event will be provided to the Referee not later than two weeks before the tournament. The Referee will review all draws and make any corrections necessary.

10.e.3. Matches in Men's & Women's Singles will be best of 7 games from the round of 64 for US Open and round of 32 for Nationals. Preliminary singles matches and singles matches in other events may be either best of 5 or best of 7, at the discretion of the tournament committee. All doubles matches will be best of 5.

10.e.4 NATT will provide the master time schedule in spreadsheet form, by timeslots, to the Chief Umpire no later than 10 days prior to the start of the event.

10.e.5. The tournament will normally last four days, Wednesday-Saturday.

10.e.6. The Board is the final appeal authority on all issues decided on by the tournament management committee.

11. U. S. Open Championships

11.a If the tournament is designated an ITTF World Tour event,

11.a.1. Separate referees and umpires will be used for the US Open and the World Tour events.

11.a.2. The World Tour events will be conducted as a separate competition and will be conducted in accordance with ITTF World Tour directives and instructions of the ITTF Competition Manager.

11.b. Publish a program including the playing schedule, winners of previous U.S. Open Championship events and, listed in order of player number and/or alphabetical order players' names and cities.

11.c. Tournament events. The following will normally be included:

Men's & Women's Singles
Men's & Women's Doubles
Mixed Doubles
Boy's & Girl's Under 18 Singles
Boy's & Girl's Under 16 Singles
Boy's & Girl's Under 14 Singles
Juniors Under 12 singles
Junior Boy's & Girl's Teams
Under 22 Singles
Men's & Women's 40 and over Singles
Men's & Women's 50 and over Singles
Men's 40 and over Doubles
Hardbat Singles & Doubles
Boy's & Girl's Under 18 Doubles
Boy's & Girl's Under 16 Doubles
Rating events to provide challenging competition for various skill levels.

11.d. Additional events may be held with the permission of USATT Headquarters.

12. U. S. National Championships (Closed)

12.a. Publish a program including the playing schedule, winners of previous U.S. National Championship events and, listed in order of player number and/or alphabetical order players' names and cities.

12.b. Tournament events. The following will normally be included:

Men's & Women's Singles
Men's & Women's Doubles
Mixed Doubles
Boy's & Girl's Under 18 Singles
Boy's & Girl's Under 16 Singles
Boy's & Girl's Under 14 Singles
Juniors Under 12 singles
Juniors Under 14 doubles
Under 22 Singles
Men's & Women's 40 and over Singles
Men's & Women's 50 and over Singles
Men's 40 and over Doubles
Hardbat Singles & Doubles
Boy's & Girl's Under 18 Doubles
Boy's & Girl's Under 16 Doubles
Rating events to provide challenging competition for various skill levels.

12.c. Events for players under 12, 14, 16, and 18 are not required if there are separate U.S. Junior Championships in the same season.

12.d. Additional events may be held with the permission of USATT Headquarters.

12.e. Qualifications. Eligibility to participate in the U. S. National Championships (Closed) or to qualify for the U.S. team squad is based on criteria established by the USATT. Because these criteria change from time to time, anyone not a U.S. citizen should check with USATT Headquarters to determine eligibility.

Chapter 13 – Tournament Reports

1. General. They say a job isn't finished until the paperwork is done; that certainly applies to running a table tennis tournament. The results must be sent promptly to the Rating Manager at USATT Headquarters with a check for all fees owed to USATT paid to USATT Headquarters.

2. Report Format. The tournament report should be prepared on USATT Form T109 (page 13-7). The form contains much of the information needed to complete the report and presents it in a standard order. The report should be submitted electronically if possible. By using the downloadable forms in Chapter 10 on the web or from the accompanying CD, all items except the checks and liability waiver forms can be sent by E-mail.

3. Report Deadline. If the tournament records are prepared in accordance with the procedures shown in this Tournament Guide it is relatively easy to verify that everything is complete and get the report in the next day's mail. Reports for all tournaments should be submitted as soon after the tournament as possible but not later than 14 days after the completion of the tournament. USATT has established the following penalties for late reports. Postmarked later than

3.a. *14 days* after the tournament \$100

3.b. *21 days* after the tournament \$200

3.c. *28 days* after the tournament \$300

3.d. Reports received more than 5 weeks after the tournament will not be processed for ratings and the sponsoring club will be reported to the Ethics Committee for additional action.

4. Ratings Report.

4.a. A copy of the entry list. The entry list is the rating list provided to the sponsor before the draw. Delete players that didn't

played in the tournament. For players not listed, add at end of the list. For players not on the rating list assign them numbers beginning with 999901.

4.a.1. If you make your own player list the list must include the USATT membership number or a new number beginning with 999901, last name, first name, rating, state, ZIP, date of birth for new or renewing members, and membership expiration date.

4.b. The original of each draw sheet with all results posted. Draw sheets for doubles, hard rubber, or other non-rated events should not be sent.

4.b.1. Each draw sheet will include the name and date of the tournament, the name of the event, and the page number if more than one page. The USATT membership number must be on each draw sheet if the last name is the same for two or more players; otherwise no player number is required. Examples of completed draw sheets for various type events begin on page 13–8.

4.b.2. Draw sheets must conform to the examples shown in this Tournament Guide. Any significant differences from the examples must be approved in advance by the Ratings Manager. USATT will provide single elimination and/or round robin draw sheets if requested on the sanction request. Match sheets for team matches will be provided (one copy which may be copied to the tournament sponsor).

See Chapter 10 for forms that may be printed in MS Excel.

4.c. The tournament report including results must be received by USATT before any results are processed. Rating results will normally be posted to the USATT web site

within 1 week after the report is received at USATT.

4.c.1. Tournaments are processed when received. Some re-processing may be required if an earlier tournament reports their results late.

5. Membership report.

5.a. Memberships

5.a.1. Tournaments are a major source of new memberships and renewals. Sponsors are required to check memberships and require membership or Associate Membership of anyone playing in a tournament. The only exceptions are:

5.a.2. Members of foreign associations affiliated with the ITTF provided they have evidence of current valid membership in their own association.

5.a.3. Players with Associate Membership must buy a tournament pass for each tournament. Details of this program are outlined in paragraph 6, below.

5.b. Sponsors are authorized to deduct 10% from all memberships sold. This is to compensate the sponsor for collecting these USATT fees. No deduction is authorized for life memberships or tournament passes.

5.c. The sponsoring club will be billed for a membership for anyone who plays in the tournament without a membership or tournament pass except as authorized in paragraph 5a2, above.

6. Tournament Pass.

6.a. Benefits.

6.a.1 Allows a player to participate in a sanctioned tournament without purchasing a regular USATT membership.

6.a.2 The player receives a USATT rating based on performance at the tournament.

6.b. Instructions for processing.

6.b.1 Complete a membership application form.

6.b.2 Check the section Tournament Pass in the upper right hand corner of the form.

6.b.3 In the Amount Paid section (bottom left) indicate the amount (currently \$20).

6.b.4 Give a copy of the form to the player.

6.b.5 Record it properly on the Tournament Report Form.

7. Tournament Report to USATT Headquarters.

The following items must be included.

7.a. A copy of the report form (T109). You may use the remarks section to provide any extra information to Headquarters, the regional sanctioning coordinator (RSC), and to anyone else you report to. There is no requirement to send a report to the RSC. USATT Headquarters will make a copy and send one to the RSC if needed.

7.b. A copy of the tournament entry blank.

7.c. A copy of the entry list.

7.d. An Excel file of memberships and Tournament Passes.

7.e. A check for membership fees and tournament passes.

7.f. All liability waiver forms signed by tournament participants.

7.g. Original copy of each draw sheet. Do not include events not eligible for ratings. For audit purposes, number the draw sheets.

Submit report to:

Tournament Report
USA Table Tennis
4065 Sinton Road
Colorado Springs, CO 80907

8. Electronic Reporting. Clubs are strongly encouraged to submit results electronically. This is best done using one of the tournament programs listed in Chapter 10. Excel forms for submitting memberships and results are included in the downloadable forms in Chapter 10

9. Report to the Sponsoring Club. The club should maintain a copy of the report and a copy of anything sent to another official. The remarks section can be used to provide a financial report to the club. You may want to make that report on a separate copy that is not forwarded to other addressees.

10. Article for Publication on the web. Send write-ups to Samuel.Gest@usatt.org and copy Sean@usatt.org. USATT's weekly **Insider** has taken the place of the bi-monthly

magazine to ensure getting news out to our members in a timely and most cost effective manner.

a. Space is not an issue on-line, so don't feel constrained in the write-ups. We are also happy to have full scores listed in the write-ups.

b. As for images these are the preferred sizes if possible:

800x500, 300x375 and 300x250 in .jpg, .png, or .gif format. If you aren't familiar with resizing images send what you have but keep images under 5MB and send them in multiple emails so as not to bounce back due to size limitations.

c. Results Format for Submission to web:

Atlanta Giant Round Robin Mar 7, 2015

Championship: 1st Petro Stirbu; 2nd John Mar 3,-9,8,-9,10,-8,9

AA: 1st Shaun Stallings; 2nd Xinhua Yin 1,8,11

A: 1st David Girdner, 2nd Elijah Conn 8,-6,11,6

B: Jacob Mchenry, 2nd Charles Collins 3,-9,5,7

C: Junfeng Bai, 2nd Marco Li-Facetta -10,9,6,8

D: 1st Randy Bai, 2nd Michael Glasscock -10,9,6,8

Novice: 1st Cynthia Ruan, 2nd Cody Ji -4,4,4,7

Sample Rating List

No.	name	rating	state	zip	birthday	sex	expiredate	lastplayed	
	70033	Boyko, Yuriy	1760	SC	29316-6242	***	M	12/31/11	11/28/10
☛	80709	Boyle, Douglas	1355	OH	45373-5421	***	M	8/31/10	8/15/10
	81614	Boyle, Joshua	290	NJ	07092-1701	***	M	12/31/10	12/13/09
	79246	Bozon, Radoslav	1892	VA	22903-2122	***	M	2/28/10	9/18/10
	***	*** *** **	***	***	***	***	***	***	***
☛	81017	Chen, Jiang Wei	1633	GA	30005-8951	***	M	1/31/12	1/2/11
	78488	Chen, Veronica Lam	1798	AZ	85750-5914	***	F	11/30/12	1/15/11
☛	81018	Chen, Victor. L.	1424	GA	30024	***	M	10/31/13	1/2/11
	77497	Chen, Yong C.	1684	CA	91301-4635	***	M	9/30/10	8/29/10
☛	83146	Chen, Yueci (Grace)	463	GA	30005-8951	***	F	6/30/11	1/2/11
	79616	Chen, Yun	1638	AL	35758-1371	***	M	4/30/10	3/28/09
	***	*** *** **	***	***	***	***	***	***	***
	79518	Chen, Zhe	1729	MD	20783-1948	***	M	11/30/11	11/28/10
☛	81325	Chen, Zhicong	2117	GA	30005-8951	***	M	1/31/12	1/2/11
	82448	Cheng, Andrew	1070	NC	27519-5538	***	M	4/30/11	11/13/10
	5044	Coombe, James Mil	1797	OH	45040-8130	***	M	12/31/99	7/13/03
	***	*** *** **	***	***	***	***	***	***	***
	31174	Coons, Bill	1488	IN	47172-1825	***	M	10/31/11	12/5/10
☛	5049	Cooper, George T.	1912	GA	30297-1571	***	M	9/30/13	1/2/11
	76332	Cooper, James	484	NV	89436-4605	***	M	4/30/10	8/30/09
	***	*** *** **	***	***	***	***	***	***	***
	80331	Karalius, William	1059	FL	33647	***	M	9/30/11	5/15/10
☛	15756	Karp, John	1512	GA	30066	***	M	12/31/99	1/2/11
	23151	Karrasch, Chris	1391	PA	17007-9717	***	M	***	***
	17499	Karshtedt, Yelena	1367	CA	94116-1218	***	F	***	***
	***	*** *** **	***	***	***	***	***	***	***
	83331	Vanverwerff, Gerrit	995	KS	66062-5282	***	M	***	***
☛	57971	VanWagner, Corey	1968	GA	30213-2465	***	M	***	***
	10131	VanWright, William	1378	MD	21228-3669	***	M	***	***
	***	*** *** **	***	***	***	***	***	***	***

☛ Arrow indicates highlighting on the rating list

Records added - Not on the rating list

DOB must be shown for all new and renewed members.

999901	<i>Frotscher, Marcel</i> *	1750	SC	29607	mm/dd/yy	M	DTTB**
999902	<i>Gamero, Peter</i> *	1750	GA	30039	mm/dd/yy	M	TP \$20
999903	<i>Jewsome, Michael</i> *	225	GA	30214	mm/dd/yy	M	New Jr \$45
999904	<i>Buechel, Robert</i> *	1445	SC	29169	mm/dd/yy	M	New \$75
999905	<i>Vemuri, Arun</i> *	1818	GA	30303	mm/dd/yy	M	TP \$20

** German TT Federation

* in the name field indicates the player has an estimated rating.

Tournaments may submit their own spreadsheet entry lists but must include the USATT member number, name, state, ZIP, and expiration dates in the format of the USATT rating list.



USATT Tournament Report

Tournament Name	Atlanta Open	
Date of Tournament	May 28, 2016	
Club/Organization	Atlanta Georgia Table Tennis Association (AGTTA)	
City/State/ZIP	Norcross, GA 30071	
Submitted by name:	Wendell Dillon	Phone: (770) 923-5110
City/State/ZIP	Lilburn, GA 30047	

<u>Type of Membership</u>	<u>Term</u>	<u>USATT Membership Sold</u> <u>Cost</u>	<u>No. Sold</u>	<u>Total</u>
Adult	1 Year	\$75 x	7	\$ 525.00
Adult	3 Year	\$210 x		
Adult	5 Year	\$325 x		
Junior U18 ¹	1 Year	\$45 x	4	180.00
Junior U15 ²	3 Year	\$125 x		
College ³	1 Year	\$45 x		
Household ⁴	1 Year	\$150 x		
Total Membership Fees:				\$ 705.00
Less 10%:				70.50
Net Membership Fees				\$ 634.50
<p>1-Junior must be 17 years old or younger.</p> <p>2-Junior 3 year must be 14 or younger.</p> <p>3-College student must have a photo copy of either a valid registration card or student ID. Must be full time college or graduate student.</p> <p>4-Household is defined as not more than two adults and any number of minor children living as the same address. Membership must include birthdays of all family members.</p>				
Millenium Life	Life	\$1,300 x		
Foreign Exempt*		N/A x		
*Please enter the number of Foreign Exempt included with this tournament.				
Total Memberships				
Tournament Pass**		\$20.00 x	14	280.00
**Tournament Passes may only be sold to Associate Members				
Total Memberships and Tournament Pass fees Due				\$ 914.50
<p>1)Tournament Fees must be paid all at once in a single payment. 2) USATT will not accept cash as payment.</p> <p style="text-align: center;">Check here to charge credit card on file with USATT. <input type="checkbox"/></p>				

Remarks:

***** All payments and reports are required no later than 14 days following the tournament *****
Penalties may apply for late submission of payments, reports and forms.

Send the following items along with this report to ratings@usatt.org:
 1) White copy of all membership applications; 2) Player entry list; 3) Blank tournament entry form;
 4) Waiver of Liability forms; 5) Check or credit card for membership and processing fees.
 Please refer to "Tournament Report Instructions" for further instructions. Thank you.

USA TABLE TENNIS
Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement
("Agreement")

Tournament: Atlanta Open **Date:** March 5, 2016

Tournament Director: Wendell Dillon **Club Name:** AGTTA

1. IN CONSIDERATION of being permitted to participate in any way in USA Table Tennis sanctioned events, I and/or my minor child, our personal representatives, assigns, heirs, and next of kin:
2. ACKNOWLEDGE, agree, and represent that I and/or my minor understand the nature of Table Tennis Activities and that I and/or my minor child are qualified, in good health, and in proper physical condition to participate in such Activity. I further agree that if at any time I believe conditions or equipment to be unsafe, I and/or my minor child will immediately discontinue further participation in the Activity.
3. FULLY UNDERSTAND that (a) TABLE TENNIS ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH, HARASSMENT, EXPOSURE TO INAPPROPRIATE CONDUCT AND LANGUAGE ("RISKS"); (b) these Risks and dangers may be caused by me and/or my child's own actions, or inaction, or the actions or inaction of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISKS AND SEVERE SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I and/or my minor child incur as a result of my participation in the Activity.
4. HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUME ALL RESPONSIBILITY FOR THE LOSSES, COSTS, AND/OR DAMAGES FOLLOWING SUCH INJURY, DISABILITY, PARALYSIS, OR DEATH, EVEN IF CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW;
5. HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE USA TABLE TENNIS, their respective administrators, directors, agents, officers, officials, volunteers, and employees, other participants, any sponsors, advertisers, and if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS; AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I and/or my minor child, or anyone on my and/or my minor child's behalf, makes a claim against any of the Releases, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which may incur as the result of such claim.
6. I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

_____ Signature of Participant	_____ John Q. Public Print Name	_____ Feb 24, 16 Date
-----------------------------------	---------------------------------------	-----------------------------

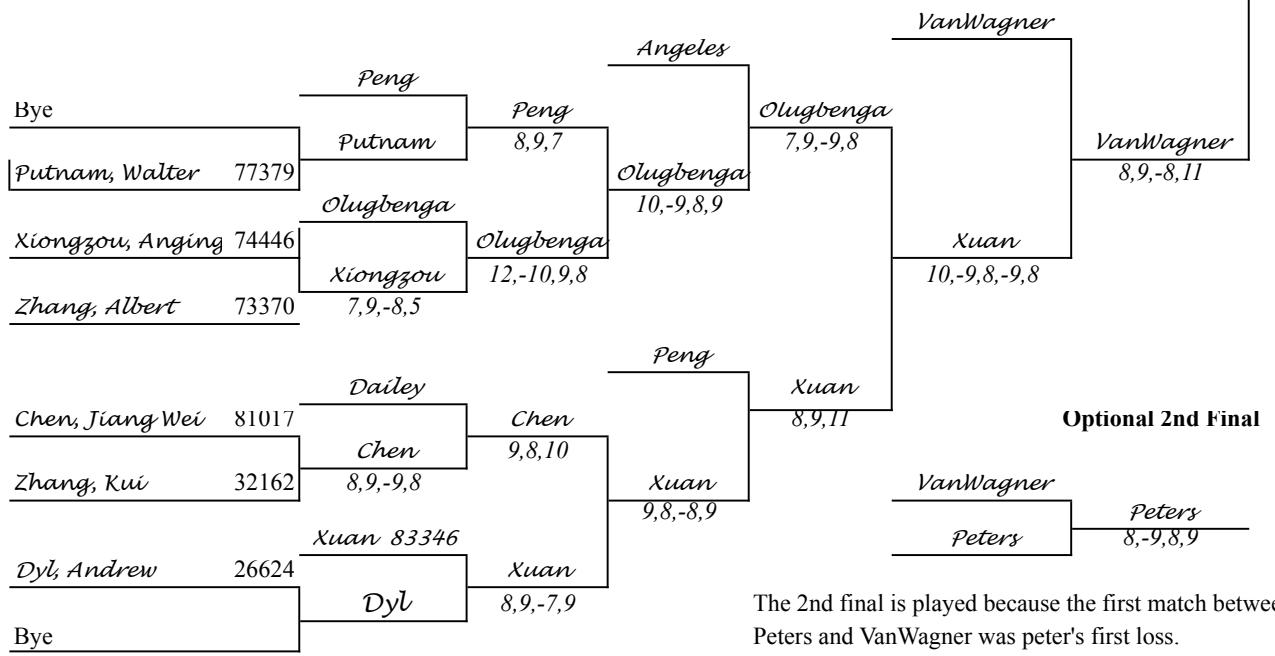
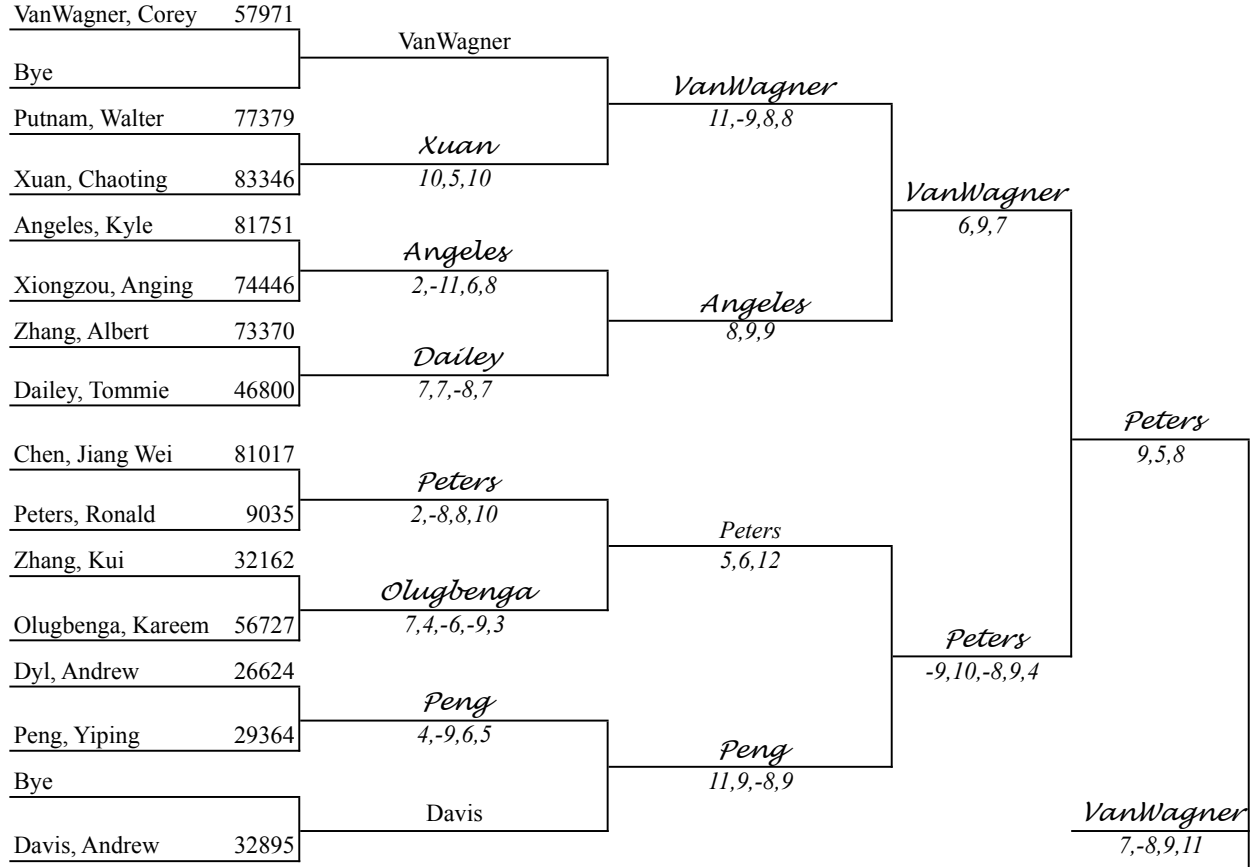
_____ Signature of Parent/Legal Guardian (If Participant is under age 18)	_____ Jeremy Public Print Name of Parent/Guardian	_____ Feb 24, 16 Date
---	---	-----------------------------

Revised March 1, 2011

Completed Single Elimination Draw

	Rating	Player no.						
1 Beebe, T.J.	2312	63227	Beebe	Beebe	<i>Beebe</i>	8,6,7	<i>Beebe</i>	8,-10,7,9,8
bye								
Yao, Jerry	1858	71163	<i>Johnston</i>	7,8,6	8,6,7	<i>Beebe</i>	8,-10,7,9,8	
9 Johnston, L.A.	1911	10960						
9 VanWagner, Corey	1881	57971	<i>VanWagner</i>	8,-12,7,9	<i>Ng</i>	7,9,7	<i>Beebe</i>	
Geseste, Philippe	1798	96432						
bye			Ng	8,-12,7,9	<i>Ng</i>	7,9,7	<i>Beebe</i>	
5 Ng, Andres	2091	21265						
5 Lam, Jude	1976	30786	<i>Lam</i>	8,7,6	<i>Gong</i>	8,7,6	<i>Gong</i>	
Dyl, Andrew	1773	26624						
Miller, Tony	1793	27215	<i>Gong</i>	9,7,-10,8	<i>Gong</i>	8,7,6	<i>Gong</i>	
9 Gong, To	1890	999903						
9 Hamilton, Terry	1915	49682	<i>Hamilton</i>	10,5,7	<i>de Souza</i>	8,-10,9,7	<i>Gong</i>	
Olugbenga, Kareem	1769	56727						
bye			de Souza	10,5,7	<i>de Souza</i>	8,-10,9,7	<i>Gong</i>	
3 de Souza, Didi	2175	16951						
3 Stirbu, Petro	2135	30785	Stirbu	9,10,-9,9	<i>Stirbu</i>	9,10,-9,9	<i>Mar</i>	
bye								
Gomez, Elias	1812	64678	<i>Laparulo</i>	8,-11,9,8	<i>Stirbu</i>	9,10,-9,9	<i>Mar</i>	
9 Leparulo, Willy	1963	13012						
9 Fan, Limg	1956	73523	<i>Fan</i>	7,6,9	<i>Cooper</i>	9,10,-10,11	<i>Stirbu</i>	
Sysomboun, Edmond	1604	75073						
Gustavson, Jon	1586	20075	<i>Cooper</i>	8,-9,8,-10,7	<i>Cooper</i>	9,10,-10,11	<i>Stirbu</i>	
5 Cooper, George	2020	5049						
5 Schnabel, Guido	2016	73730	Schnabel	9,7,10	<i>Schnabel</i>	9,7,10	<i>Mar</i>	
bye								
Zhang, Albert	1714	73370	<i>Dailey</i>	7,8,6	<i>Schnabel</i>	9,7,10	<i>Mar</i>	
9 Dailey, Tommie	1877	46800						
9 Davis, Andrew	1879	32895	<i>Davis</i>	-7,11,2,11	<i>Mar</i>	8,9,7,13	<i>Mar</i>	
Chen, Jiang Wei	1591	81017						
bye			Mar	-7,11,2,11	<i>Mar</i>	8,7,9	<i>Mar</i>	
2 Mar, John	2258	5185						

Completed Double Elimination Draw



The 2nd final is played because the first match between Peters and VanWagner was peter's first loss.

Round Robin/Elimination

Championship

Apr 9 2016

Group		1	A	B	C	D	MP	W	L	PLACE
A	32590 Charles, Allan	AGTTA 2221	X	L -7 -11 -3	W 1 9 8	L 8 -9 -6 -7	4	4	3	2
B	30785 Stirbu, Petro	AJCC 2083	W 7 11 3	X	W 10 8 7	W 5 10 4	6			1
C	5049 Cooper, George	Decatur 2039	L -1 -9 -8	L -10 -8 -7	X	W 8 7 9	4	3	3	3
D	76345 Vemuri, Arun	AGTTA 1824	W 9 6 7	L -5 -10 -4	L -8 -7 -9	X	4	3	4	4

Group		2	A	B	C	D	MP	W	L	PLACE
A	60396 Dassonval, Philippe	NYC 2187	X	W 14 2 3	W 9 4 10	W 4 9 -6 8	6			1
B	16951 De Souza, Didi	Decatur 2165	L -14 -2 -3	X	W 2 8 6	W 4 4 6	5			2
C	26624 Dyl, Andrew	AGTTA 1820	L -9 -4 -10	L -2 -8 -6	X	L 6 -11 -9 -2	3			4
D	999903 Smith, Andrew	Cary 1825	L -9 6 -8	L -4 -4 -6	W -6 11 9 2	X	4			3



30785	AJCC
Stirbu, Petro	2083
16951	Decatur
De Souza, Didi	2165
32590	AGTTA
Charles, Allan	2221
60396	NYC
Dassonval, Philippe	2187

<i>Stirbu</i>
-7,5,7,-7,8
<i>Dassonval</i>
-8,-8,12,6,9
<i>Dassonval</i>
3,7,-9,8

The Won/Lost column is used only for breaking ties.
Player numbers are needed for all player

This event used "crossover" semi-finals. The winner of one group plays the runner-up of the other group and then the semi-final winners play the final. The elimination draw may be shown on a separate sheet. Geographical separation didn't apply because players advanced from specific positions in preliminary groups.

Progressive Elimination 16

Seeds	Rating	USATT #		
1 Beebe, T.J.	2312	63227		
			Loser to A	<i>Beebe</i>
Chen, Jiang Wei	1591	81017		
			Loser to I	<i>Beebe</i>
Yao, Jerry	1858	71163		9,8,9
			Loser to B	<i>Johnston</i>
Johnston, L.A.	1911	10960		-8,9,10,9
			Loser to M	<i>Beebe</i>
VanWagner, Cory	1881	57971		8,-10,7,9,8
			Loser to C	<i>VanWagner</i>
Geseste, Philippe	1798	96432		8,-12,7,9
			Loser to J	<i>Ng</i>
Gustavson, Jon	1586	20075		-9,8,11,13
			Loser to D	<i>Ng</i>
3 Ng, Andres	2091	21265		7,6,9
				<i>Gong</i>
3 Lam, Jude	1976	30786		9,9,-8,9
			Loser to E	<i>Lam</i>
Dyl, Andrew	1773	26624		8,7,6
			Loser to K	<i>Gong</i>
Miller, Tony	1793	27215		8,7,6
			Loser to F	<i>Gong</i>
Gong, To	1898	999903		9,-7,12,9
			Loser to N	<i>Gong</i>
Hamilton, Terry	1915	49682		-6,3,3,-7,4
			Loser to G	<i>Hamilton</i>
Olugbenga, Kareem	1769	56727		10,5,7
			Loser to L	<i>De Souza</i>
Zhang, Albert	1714	73370		10,-10,9,7
			Loser to H	<i>De Souza</i>
2 De Souza, Didi	2175	16951		8,7,9
			M	<i>Ng</i>
			N	<i>De Souza</i>
			W 3	<i>De Souza</i>
			L 4	9,-9,11,8

Progressive Elimination 16

I	<i>Johnson, L.A.</i>	1911		10960	
				Loser to O	
J	<i>VanWagner, Cory</i>	1881		57971	<i>Johnson</i> 9,-11,8,7
K	<i>Lam, Jude</i>	1976		30786	
				Loser to P	
L	<i>Hamilton, Terry</i>	1915		30786	<i>Lam</i> 8,9,-7,13

O	<i>VanWagner, Cory</i>				
				Loser to P	
P	<i>Hamilton, Terry</i>				<i>Lam</i> 9,10,8

A	<i>Chen, Jiang Wei</i>	1591		81017	
				Loser to S	
B	<i>Yao, Jerry</i>	1858		71163	<i>Yao</i> -7,11,2,11
C	<i>Geseste, Philippe</i>	1798		94632	
				Loser to T	
D	<i>Gustavson, Jon</i>	1586		20075	<i>Yao</i> 9,9,-7,8
E	<i>Dyl, Andrew</i>	1773		26624	
				Loser to U	
F	<i>Miller, Tony</i>	1793		27215	<i>Yao</i> 9,-8,11,8
G	<i>Olugbenga, Kareem</i>	1769		56727	
				Loser to R	
H	<i>Zhang, Albert</i>	1714		73370	<i>Miller</i> 9,-10,9,8

Q	<i>Geseste, Philippe</i>	1798		94632	
				Loser to V	
R	<i>Olugbenga, Karee.</i>	1769		56727	<i>Geneste</i> 8,-10,9,8

S	<i>Chen, Jiang Wei</i>	1951		81017	
				Loser to W	
T	<i>Gustavson, Jon</i>	1586		20075	<i>Chen</i> 9,-8,9,7
U	<i>Dyl, Andrew</i>	1773		26624	
				Loser to X	
V	<i>Olugbenga, Kareem</i>	1769		56727	<i>Chen</i> 9,7,9

W	<i>Gustavson, Jon</i>	1586			
				Loser to Y	
X	<i>Dyl, Andrew</i>	1773			<i>Dyl</i> 9,8,9

Team Match, 2 Player Teams

USATT Team Match

Tournament

Atlanta Open



Date(s)

Jun 7, 2014

ATTENTION: Please record all scores accurately. It is important for tie-breaking and may be needed for rating purposes.

AB Fayette County

AGTTA

XY

Team name

Team name

		* Scores *			
A	57971 Van Wagner, Corey	8	11	W	5185 Mar, John
		10	12		
		7	11		
B	26626 Timoh, Patrick	8	11	W	81325 Chen, Zhicong
		7	11		
		11	8		
		9	11		
D B L	Yimoh, Patrick Van Wagner, Corey	11	4	W	Mar, John DeSouza, Kwaovi Didi
		11	9		
		11	8		
A	57971 Van Wagner, Corey	6	11	W	81325 Chen, Zhicong
		11	7		
		8	11		
		9	11		
B	26626 Timoh, Patrick	11	4	W	5185 Mar, John (Match reported for ratings but is not included in the team match total)
		11	9		
		11	8		
		Matches			
		1	3		

Patrick Timoh

Captain's Signatures

John Mar

Event
Championship

Round - Match
Semi-final 1

Umpire's Signature

Betty Yu

CIRCLE EACH MATCH WINNER'S NAME(S)

* These columns are used for recording serve

USATT Form T 132 Match Sheet 2 Player Team

**Team Match, 3 Players Teams
9 Matches**

USATT Team Match

Tournament

National Championships



Date(s)

Jul 3-9, 2016

ATTENTION: Please record all scores accurately. It is important for tie-breaking and may be needed for rating

AB **ICC**
Team name

 Maryland TTC
Team name

			*	Scores	*		
A	999915 Thounaojam, Singh			8 11 5 11 6 11	W	54107 Cheng, Yinghua	X
B	75153 Shen, Hailong	W		11 5 8 11 11 9 11 8		33874 Hsu, Nathan	Y
C	999906 Kashyap, Anal	W		12 10 11 6 12 10		20617 Nadmichettu, Raghu	Z
B	75153 Shen, Hailong	W		13 11 11 8 11 9		54107 Cheng, Yinghua	X
A	999915 Thounaojam, Singh			6 11 2 11 8 11	W	20617 Nadmichettu, Raghu	Z
C	999906 Kashyap, Anal	W		11 5 11 4 11 5		33874 Hsu, Nathan	Y
B	75153 Shen, Hailong	W		11 7 9 11 11 6 12 10		20617 Nadmichettu, Raghu	Z
C	999906 Kashyap, Anal			6 11 7 11 5 11	W	54107 Cheng, Yinghua	X
A	999915 Thounaojam, Singh					33874 Hsu, Nathan	Y

Final

Matches
5 2

The match C vs X was used for ratings only, not team score

Singh Thounaojam

Captain's Signatures

Cheng Yinghua

Umpire's Signature

Saul Weinstein

Team Match, 3 Players Olympic Format

USATT Team Match



2016 National Championships
League Team Championship

A Zeng, Xun
B Xiao, Han
C Hsu, Nathan

X Kashyap, Anal
Y Zhou, Xin
Z Zhang, Lily

ABC Maryland TTC ICC XYZ

	Team Name		*	Scores		*	Team Name	
A	999917 Zeng, Xun	W	1	11 6 12 10 11 9			999909 Kashyap, Anal	X
B	1819 Xiao, Han			6 11 5 11 6 11	W	1	81817 Zhou, Xin	Y
Doubles	Zeng, Xun Hsu, Nathan			3 11 4 11 8 11	W	1	Kashyap, Anal Zhang, Lily	Doubles
A or B	1819 Xiao, Han	W	1	4 11 11 8 11 7 11 5			31126 Zhang, Lily	Z
C	21970 Hsu, Nathan			4 11 7 11 10 12	W	1	81817 Zhou, Xin	X or Y
				Matches	* Indicates serve and result			
				2	3			

Han Xiao

Captains Signatures

Xin Zhou

Match

Final

Umpire's Signature

Saul Weinstein

USATT Fee Schedule

November 2015

Type	Associate	General
1 Year Club Affiliation	\$0	\$75
1 Year Associate Membership	0	n/a
1 Year Adult Membership	n/a	\$75
3 Year Adult Membership	n/a	\$210
5 Year Adult Membership	n/a	\$325
1 Year Household Membership	n/a	\$150
1 Year Junior (17 or under)	n/a	\$45
Collegiate (full time student)	n/a	\$45
Life Membership	n/a	\$1,300
1 Year Contributor	n/a	\$50
League	n/a	\$0
Tournament Pass (Sanctioned)	\$20	n/a
Tournament Pass (USATT Events)	\$20	n/a
Tournament Sanction Fees		
State Games with no prize money		Fee waived
\$0-\$400 prize money		\$40
\$401 - \$1,000 prize money		\$80
\$1,001 - \$3,000 prize money		\$150
\$3,001 - \$6,000 prize money		\$300
\$6,001+ prize money		\$400
4 Star team tournament		Negotiated

The USATT Ratings Processing System

Tournaments are processed in chronological order. Late reporting tournaments, will be processed in chronological order regardless of when they are received.

Rating points are gained / lost by winning and losing matches in overall tournament results.

If a player defeats many opponents with a higher rating, their rating may be adjusted upwards and the tournament reprocessed with this higher rating. This is done to protect the ratings of players who have lost matches to a player who began the competition severely underrated and who demonstrates a consistent playing level far above the rating with which that player entered the competition.

Each new member is assigned a rating based on results from their first tournament. The more matches that are reported, the more accurate the initial rating will be. The Initial Rating calculation is described in Step 2, below.

Rating calculations: Points are gained and lost according to the rating difference between their two players by the following chart.

Rating Chart		
Point Spread Between Players	Expected Result (Higher Rated Player Wins: number of points exchanged)	Upset Result (Lower Rated Player Wins: number of points exchanged)
0 - 12	8	8
13 - 37	7	10
38 - 62	6	13
63 - 87	5	16
88 - 112	4	20
113 - 137	3	25
138 - 162	2	30
163 - 187	2	35
188 - 212	1	40
213 - 237	1	45
238 and up	0	50

Four passes through the data are used to calculate the final tournament ratings results, in this sequence:

Step 1: Find players that should be adjusted.

Based on results against other rated players in the tournament, a determination is made as to whether that player should have their rating adjusted upwards. The Adjusted Rating is derived by either a mathematical calculation, or a fixed rating assigned by either the Tournament Director, or USATT office.

There are two tiers of ratings adjustments that are used to derive at a player's adjusted rating.

The first tier is for players with a net "ratings point" gain between 50 and 74 points. The player's adjusted rating will be equal to their pre-tournament rating plus the net ratings gain. For example, if a player has a rating of 1440 and has a net ratings gain of 54 points, their adjusted rating will be 1494. The first tier is referred to as PASS1. The second tier is used only for those rated players who have experienced a rating change of at least 75 for a particular tournament. The second tier is referred to as PASS2, and works as follows:

- If a player has either, all wins, or all losses, the Adjusted Rating is derived by taking the *median implied rating* for all of the player's games. The implied rating is calculated using each of the opponents' Pre-Tournament Ratings, and the Rating Chart above.
- If the player has wins and losses, the Adjusted Rating is derived by taking the average of the player's Pre-Tournament Rating, and the average of the player's best win and worst loss.
- In both cases, the player's Adjusted Rating will never be lower than the player's Pre-Tournament Rating. In the event that the PASS2 adjusted rating results in a lower rating than the player's Pre-Tournament Rating, the adjustment will then revert to the PASS1 adjusted rating, which is derived solely on the basis on net ratings point gain plus the player's pre-tournament rating.

Step 2: Find unrated player initial ratings.

Based on results against rated players in the tournament (including the adjusted ratings calculated in step 1), initial ratings are calculated for all unrated players. The Adjusted Rating (Initial Rating) for unrated players is derived by either a mathematical calculation, or a fixed rating assigned by either the Tournament Director, or USATT office. The mathematical calculation for unrated players works as follows:

- If the player has either, all wins, or all losses, the Adjusted Rating is derived by taking the median implied rating for all of the player's games. The implied rating is calculated using each of the opponents' Pre-Tournament Ratings, and the Rating Chart above. For players with all losses, the Adjusted Rating cannot be higher than the player's worst loss.
- If the player has wins and losses, the Adjusted Rating is derived by taking the average of the player's best win and worst loss.
- In both cases, the Adjusted Ratings for unrated players is subject to a 75 minimum value.

Step 3: Find final adjusted ratings.

Similar to step 1 except that player adjustments are based both on results against

previously rated players as well as unrated players (using the ratings set in step 2). The adjusted ratings found in this step will be used for the final calculation of points won/lost for the tournament.

Step 4: Final ratings.

Total points won/lost will be calculated for each player based on the ratings chart. Players with adjusted ratings from step 3 will start step 4 with this rating and will gain/lose points based on this new rating.

When a late reporting tournament is processed, all the subsequent tournament results are recalculated as well, so that a player's ratings history is always correct to that point.

A complete record of all tournament results is stored within the database. This allows for match corrections to be made. Sometimes players incorrectly indicate the winner/loser of a match in their paperwork to the Tournament Director. Sometimes a Tournament Director will incorrectly report a result to USA Table Tennis. Sometimes there will be a data entry error and show an incorrect result.

If you believe an incorrect result has been processed for one of your matches, you can report it by on this page. If an error is verified, the results are corrected and reprocessed for rating. No changes will be made to tournaments that are more than six months old.

Tips on Finding Sponsors

By Michael Wetzell, IU, CR, TD

Sponsorships are not donations.

Repeat. Sponsorships are not donations. There is no magic formula for acquiring sponsorships. What might work in one city, won't in another; a certain approach may work with one company while it may strike out with another firm.

Decide if your club wants and/or needs commercial sponsorships.

If that answer is yes, start making a list of what your club can offer prospective sponsors.

What Can Clubs Give?

New customers, advertising and exhibitions/clinics from the club are the most common services readily available.

With the right approach, clubs can offer sponsors advertising and traffic to their websites and brick-and-mortar stores.

Businesses willing to sponsor clubs or club events will have to be sold on what they will receive in return for their goods, services or money. If a sponsor gives \$100 in cash or product, try to give them \$150 or \$200 back in advertising. Table tennis offers wide demographics when it comes to membership. We have young and old, male and female players who are consumers and potential customers for sponsors.

Let's look at a few things that clubs can do for sponsors that won't break the club's bank account:

1. Website - Most clubs have websites. Post the sponsor's logo on your club's home page and link the logo to the sponsor's website. Make sure their logo is easy to see. Don't make visitors to the site hunt for the logo under another set of buttons. This is a very effective and inexpensive way of generating traffic. If you have an entry form players can down-

load from your website, position the sponsors' logos where they will be seen by all players needing to download the entry form.

2. Entry Form - Place the sponsors' names on your tournament entry blank. When the entry blanks are sent out to all players in a geographic region, let your sponsor know this fact — i.e. "Our fall open tournament entry form with your company logo, URL, phone number and address was sent to 250 players in five neighboring states."

3. Equipment - Place sponsors' names on club equipment. This will give sponsors exposure year round. Some sponsors will provide high quality stickers, which can be affixed to barriers, net posts, table numbers, scoreboards, etc. Also if your club lands the sponsor for multiple years, consider having the firm's logo professionally screened on the blank side of court barriers. Expect to pay between \$50 and \$80 for a two- or three-color screen on the barrier. The lifespan of a barrier used on a regular basis can exceed 10 years. Be certain these barriers are in center court facing the audience during tournament and club play. Many times players will video their matches or the playoff matches. Some of these videos land on websites such as YouTube, thus generating more eyeballs for your sponsors.

4. Press Releases - Include sponsor names in all press releases, pre- and post-tournament. Have a club member, who is a good writer, compose short and concise advance stories about upcoming tournaments or other special club activities. After a few paragraphs about the event, list the sponsors involved in helping the club thrive. Nowadays, it is easy to find email addresses of nearly all media outlets — newspaper, television, radio, Internet. Many media outlets will not include the sponsors' names but some will. Some small newspapers and newsletters, which do not have wire ser-

vice contracts, are hungry for almost any wholesome local-based content to help fill their pages and space.

5. Media Mentions - Whenever club officers and top players are being interviewed by media outlets, stress the importance of mentioning club sponsors when the time is appropriate during the interview. Again, some media outlets may cut the information, but the information can't get air time or in print if it isn't mentioned.

Do not take it for granted that the sponsor read the newspaper article or saw the television coverage of the event. Make sure the sponsor receives a copy of anything published with the company name on it related to your club.

6. T-Shirts - Most clubs have T-shirts. Don't overlook putting sponsors' logos on the shirts. Make certain the sponsors receive a shirt or two for their company and of the size they request. Stress to sponsors the number of shirts printed and who will be wearing them. That makes practically every club member a walking billboard for the sponsors. The shirt doesn't have to yell SEE MY SPONSORS like NASCAR does, but the company logo in good taste can go just as far. Ensure the shirt is legal for sanctioned-tournament play, so players will proudly don the shirts at the events, thus providing more advertising opportunities for the sponsor.

7. Photo Opportunities - At club special events and tournaments, make the trophy presentations with the sponsors' logos in the background. Trophy winners will have their photos made there and many times post their proud images on social networks where even more eyes will see the logos. Similarly, have the club make images of the tournament finals with the sponsor logos in the background. Spend a few dollars, print a few photos of the images and deliver them to the sponsor. It will be something else the company can see as return for its investment.

8. Elite Player / Sponsor Visits - When your

tournament has an elite player such as an Olympian or world team member visit, try to arrange a quick meeting between the sponsor and the elite player. The player can have his or her photo made with the sponsor's employees and can sign a few autographed balls for the sponsor as well. This builds goodwill between the club and sponsor. How many people have the opportunity to meet an Olympian in person?

9. Exhibitions - Let your sponsor know that when it hosts an annual banquet or company picnic, your club is willing to put on a short exhibition or even a short clinic for the company. Most clubs have strong players who can wow a crowd with some smash-and-lob routines as well as some trick shots.

11. Loyalty - Showing loyalty is an excellent way of keeping sponsors. When club members and their families purchase items from a sponsor, make it a point to tell the cashier to tell the manager "I'm from the XYZ table tennis club and we appreciate the support your company provides us."

SEEKING, ACQUIRING AND KEEPING SPONSORS

Searching for and securing sponsorships can be a lot of work. Keeping sponsors can be even tougher. It requires dedication but can pay dividends and take the club to the next level. Make sure your club has the volunteer manpower willing to put the effort into this process.

How to form that initial contact with a potential sponsor?

Again, remember what your club needs from the sponsor. Sure, cash is king and always nice, but sponsors are more likely to offer products or services. Soft-drink bottlers would rather give 20 cases of their products rather than cash. Restaurants are more likely to provide food gift cards than cash. Sporting goods companies might provide balls for tournaments and club play instead of cash.

Many businesses also have items that can enhance an event as door prizes. Again sporting goods companies have products that can be directly used by the club's players, but other sponsors may have items with their logo that they are willing to provide that would be welcomed by players, such as the restaurant gift cards mentioned above.

And be reasonable with your request. Don't expect a \$1,000 sponsorship from a mom-and-pop business. Smaller firms might be willing to offer a couple of hundred. When approaching larger corporations for sponsorships, expect a bit more formality in the request and expect to sign a contract. Don't be afraid to ask the larger company for more money or products and certainly accept a smaller amount if offered.

Most potential sponsors may be afraid to be the first in the area to support the local "ping pong" club. Nearly all clubs, however, probably have at least one small-business owner as one of its members. Those business owners can lend their name to the initial sponsor list to add credibility to the club events.

Networking is perhaps the best way to form a relationship with sponsors. Your club might hold its Christmas banquet at a local restaurant. The club liaison will be able to personally interact with the restaurant's manager. The restaurant will profit from the banquet. In the springtime, when the club is planning a summer tournament, the club might want to approach that restaurant manager about becoming a tournament sponsor. It is very important you contact a potential sponsor a few months in advance. Asking for a sponsorship a couple of weeks before your event will usually be a fruitless effort.

When approaching a potential sponsor, always ask for the manager or owner by name. Introduce yourself as a member of the community and a member of the table tennis club. Be sure to compliment the business for any past transactions you may have had with it.

When asking for a sponsorship, tell the company what you would like. Try to be specific, but leave the door open for the company to offer something different. Tell the business why your club is looking for sponsorship. Make certain you tell the potential sponsor what it will receive. And finally, expect NO for an answer. More often than not NO will be the answer. Most businesses have advertising budgets finalized months in advance and there may be little wiggle room in that budget. Sometimes, the manager will have to check and get back with you. Most companies receive a number of sponsorship requests during the year, therefore it is very important that you put this initial proposal in writing on club letterhead stationery, so that the manager can take it to his or her supervisors. You might want to include a couple of club pins, quality photos of your league night play, some newspaper clippings covering past tournaments and a club business card for contact information and website URL. This will help legitimize your club and its request.

When composing the written proposal, remember a few simple rules.

1. Keep the proposal short and precise.
2. Make it easy to read. Shorter sentences increase comprehension.
3. Emphasize your key points with subheads or a numbered list.
4. Include the company's name in the proposal a few times. This will keep the proposal from looking as if it is a generic request.
5. Mention any media coverage your event may generate for your sponsor.
6. The proposal should not exceed two pages.
7. When putting a proposal together, don't overlook editing and spell-checking the document. Nothing turns off company managers quicker than typographical errors and bad punctuation.

When meeting with a potential sponsor:

1. Dress well, but don't overdress. Wearing a club polo will work in most cases. Be certain the shirt is not too worn or tattered. If two people go, have a strategy and what issues each person will discuss.
2. Before you go, check out the company's operations, e.g., specialties on the menu for restaurants. By doing a little research it will let the firm know you are interested in it.
3. Most likely, the manager will be busy. So don't expect to have a long discussion with him or her. Make the most of the time you are given. Try not to show nervousness.
4. Listen closely, but do not take written notes, when the manager tells you the company's handling of sponsorship requests. You may need to modify your approach at a second meeting to be more in line with the company's practices.
5. Meeting in person may not result in a YES, but most likely, you will not hear NO. It is easier to tell you NO over a phone call or via an informal email request.
6. Invite the potential sponsor to your regular club meeting so it can get a first-hand look at the club and have the opportunity to chat with some members.

At the end of the meeting, make certain to thank them for their time and send a thank you note no later than a couple of days after the meeting.

Convey what was discussed at the meeting with your club officers. They may have additional input to help secure the sponsorship.

If you receive a NO, there's certainly nothing wrong with approaching the company next year with a similar but different request.

When the answer is YES.

Now your work has really begun. Be sure both parties have an agreement in writing. A few important issues to include in the agreement:

1. What both parties will be providing.
2. How the sponsorship will be paid.
3. Any restrictions. You do not want two restaurants or two sporting goods companies sponsoring the same club tournament. The sponsor may want to be a sole sponsor. Title sponsorships — i.e. "The Decatur Pepsi Open" — should yield more value from the sponsor.
4. What's the life of the sponsorship. This can be tricky. Some companies may want a one-and-done approach, while clubs may be looking for something longer term. Some sponsors may want to continue the relationship on a reduced scale.

Make it a point not to forget the sponsor throughout the year. Remember, most companies receive sponsorship requests all year long. Strive to separate your club from the pack. Perhaps, buy a box of candies for the sponsor at Christmas time. It can only help.

In summary, there's no magic formula for having success in finding and keeping sponsors. You may have other fruitful techniques not outlined in this chapter.

Good luck.

Appendix D – Entry Blanks

1. General. This appendix is intended to provide examples of entry blanks for various tournament formats. Use for format only. These entry blanks have not been checked against the sanction checklist.
2. Gold Dollar Upset Open. Page D-3
 - a. \$5 - \$15 in \$1 coins paid for any upset.
 - b. Calculate the cost on a completed tournament before you offer this on an entry blank.
3. Atlanta Giant Round Robin – a giant round robin tournament as referenced in Chapter 7. Page D-7. When printed for mailing, the entry form would be on the back of the section for the address label so cutting off and mailing the entry form would not lose important tournament information.
 - a. The field is split in half. The highest rated players in one half and the lower rated players in the other half. The lower rated players don't get the opportunity to play the top players but the split makes for more significant matches in the preliminary rounds.
 - b. The mailing label and entry form are back-to-back when printed for mailing.
4. Alabama 2 Player Team Championship – Note advertising and recognition of tournament committee. Page D-9
5. Indiana Open – Note the format and directions. Page D-11

