

How to Sanction a USATT Tournament (JustGo Platform)

1.1 Club Admin Verification

You must be designated as an Admin at the club submitting the sanction request. You can verify this by logging into JustGo and navigating to My Club. If you can see club profile tiles such as Club Profile, Club Affiliation, Club Membership Setup, and other administrative features, you are a club admin. If you are not set up as a club admin please contact admin@usatt.org

1.2 Club Affiliation Status

You must ensure that your club affiliation is current. Review and update your club membership in the Club Affiliation tile under My Club. Expired affiliations will prevent sanction submission.

1.3 SafeSport Compliance

You must be fully SafeSport compliant, including a current background check and SafeSport training. If you are not sure about your SafeSport Compliance status, you can review status in your own member profile (**NOT CLUB PROFILE!**) under the Credentials tab.

1.4. Tournament Officials

The tournament referee or umpire must be added as a member of your club. If not, the official must log into their own profile and add themselves to the club. The Tournament Official must also be a current USATT Member and fully SafeSport Compliant

1.5 Entry Form Preparation

The tournament entry form must be prepared before submitting the sanction request.

1.6 Tournament Sanctioning Form – Pre–Check List

Before filling up the sanctioning form you need to make sure you gather all the following information on the event you will host

Tournament Name: _____

Tournament Date(s): _____

Venue Name & Address: _____

Club Name: _____

USATT Club ID: _____

Tournament Officials

- **Tournament Director:** _____
- **Referee / Umpire:** _____

Prize Money

- **Total Prize Money (Exact Amount):** \$ _____
-

Star Designation Requested

☐ 4-Star ☐ 3-Star ☐ 2-Star ☐ 1-Star ☐ 0-Star

SafeSport Compliance (REQUIRED to be included in the entry form)

☐ I understand USATT's Safe Sport Policy including the organization's Coaching Policy, which requires that all persons who are engaged in coaching activities at USATT Affiliated Member Clubs and/or USATT Sanctioned Tournaments, except parents or legal guardians coaching their own children, must be fully Safe Sport Compliant, which includes completing SafeSport Training offered by the US Center for SafeSport every year and undergoing a criminal background screen every two years.

☐ I understand that, pursuant to USATT's Minor Athlete Abuse Prevention Policy, all participants at USATT Sanctioned Tournaments who are over the age of 18 and have regular contact with or authority over minor athletes must complete annual

SafeSport Training offered by the US Center for SafeSport. More information on USATT's Safe Sport Policy is available at: <https://www.teamusa.org/usa-table-tennis/athlete-safety/safe-sport>.

General Tournament Information

- Equipment (Tables, Balls): _____
- Flooring Type: _____
- Lighting Level (LUX): _____
- Seating Capacity: _____

1.7 SafeSport Compliance for Staff

The Tournament Director and any supporting staff listed on the entry blank must be SafeSport compliant.

1.8 USATT Compliance

USATT, and all persons in appropriate Positions of Authority at events sanctioned or hosted by USATT, shall ensure that all recordkeeping and documentation of results related to events in which athletes under USATT's jurisdiction compete are official and kept in accordance with all requirements implemented by the International Table Tennis Federation.

USATT, and all persons in appropriate Positions of Authority at events sanctioned or hosted by USATT, shall implement and abide by the policies and procedures, including USATT's Safe Sport Policy and related Protocols, to prevent the abuse, including emotional, physical, and child abuse, of amateur athletes participating in amateur athletic activities under the jurisdiction of USATT.

2.1 Step-By-Step on How to complete a Tournament Sanctioning Request Form (Just Go)

2.1.1 Log in to the JustGo platform

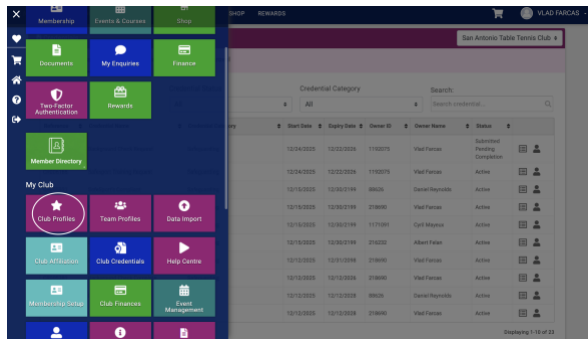
- Sign in using your USATT/JustGo account credentials.

2.1.2 Go to your club workspace

- From the main navigation, open **My Club**.

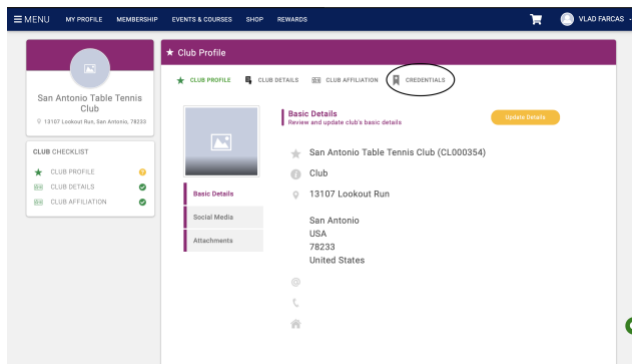
2.1.3 Open the Club Profile

- Under **My Club**, select **Club Profile**.

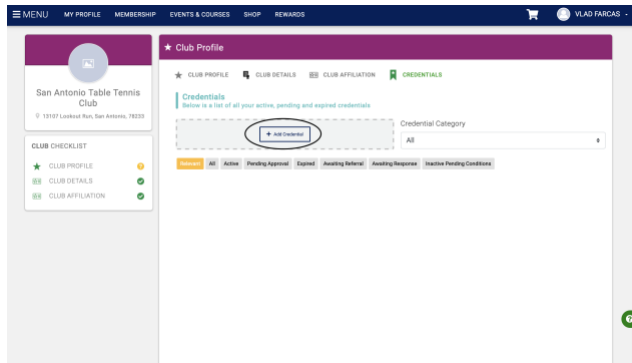


2.1.4 Start a new credential/form submission

- In the Club Profile area, go to **Credentials**.

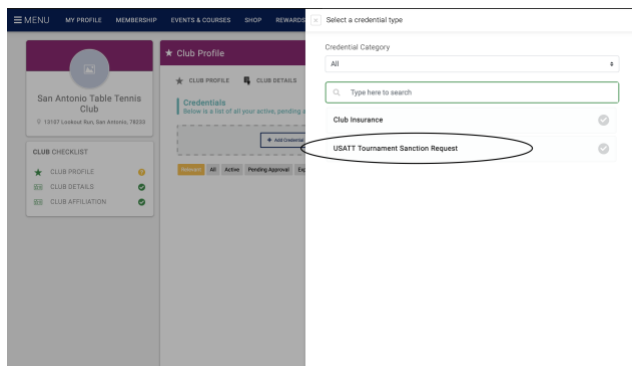


- Click **+ Add**.



2.1.5 Select the USATT Tournament Sanctioning form

- From the list of available credential types/forms, choose **USATT Tournament Sanctioning Form**.



2.1.6 Fill out the sanctioning request form

- Complete all required fields (tournament details, dates, venue, star level, officials, prize money, etc.).

Important items to watch out for while completing the form:

- Tournament Referee not showing in the dropdown**
 - This usually means the referee/umpire is **not added as a member of your club**.
- Tournament Referee name is visible but blurred and not selectable**
 - This is usually because either:
 - The official's **USATT membership is expired**, or
 - The official's **SafeSport Compliance credential is not Active**.
- Tournament Director cannot be selected**
 - This is usually because either:

- The Tournament Director is **not a member of your club**, or
 - The Tournament Director's **SafeSport Compliance is not Active**.
- **Upload your Entry Form**
 - Make sure you **upload your Entry Form (Entry Blank)** when submitting the sanctioning request.
- **Select the correct Tournament Type**
 - For most events, choose **Other USATT Sanctioned Events**.
 - Only select **State Open** or **State Closed** if the event is part of the **USATT State Series**.

2.1.7 Submit the form

- Review all information carefully.
- Confirm officials, SafeSport compliance, and uploaded documents.
- Click **Submit** to complete the sanctioning request.