



TOURNAMENT REGULATIONS & GUIDELINES (TTSA 06)

Version: as approved on 26 October 2016

Revision History:

Revision Date	Version No	Comments
2/12/2002	1.0	Initial version created
1/10/2003	2.0	Minor updates to initial version
Jan 2011	3.0	Updated to reflect current operations and provide more detail
Nov 2011	4.0	Reformatted to separate regulations from guidelines
13/02/2013	5.0	Reformatted to provide appendices, sample entry form and check list
29/07/2013	5.1	Updated to reflect officiating changes
26/10/2016	6.0	Updated to incorporate tournament software and Ratings Central

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INTRODUCTION

This document has been approved for implementation by the Board of Table Tennis SA to apply to all State and TTSA sanctioned tournaments.

This document is designed to provide compliance requirements and guidance to TTSA Affiliates conducting a sanctioned table tennis tournament.

Section 1 of this document is headed 'Regulations' and provides direction to Affiliates on matters of compliance. Affiliates need to pay particular attention to this section and ensure all requirements are addressed as part of conducting a table tennis tournament.

Section 2 of this document is headed 'Guidelines' and is designed to provide assistance, advice and options to Affiliates in respect to all aspects of running a table tennis tournament. A check list has been also been appended to assist with the planning stage.

DEFINITIONS

When reading this document, the meaning of the following words should be interpreted as follows:-

Byes – where the number of participants / round robin groups are less than the number of available places in the draw, byes are allocated to defined positions on the draw sheet, generally benefiting the seeded players as a priority.

Non Sanctioned Tournament – These are tournaments which are run by non affiliates or tournaments where the affiliate has not approached TTSA in writing seeking sanctioned status for their tournament and the tournament is not conducted in line with these Regulations..

Ratings Central – is an online web service which captures player profile information and records and analyses results of player performances from tournaments and match play uploaded. Player performances determine a players rating and standard deviation. The more data available on a player provides a more accurate rating and lowers the standard deviation value.

Round Robins - The group, or "*round robin*" system involves each member of the group playing every other member and is commonly used in qualifying competitions and in the first round of open events.

Sanctioned Tournament - A sanctioned tournament is a tournament conducted by an Affiliated Club or Association in line with this document and where entrants '*may*' earn tournament ranking points that are taken into account when determining state rankings in the different age groups. There is a limit each year on the number of sanctioned tournaments which earn tournament ranking points.

Seeds – these are participants in an event who are deemed through previous performance to have the potential to win or do very well in the event. Seeds are placed (by allocation or lot) at given locations in a draw / round robin.

Zermelo – is tournament software which fully integrates with Ratings Central and is the preferred South Australian software to be used when running a sanctioned tournament.

SECTION 1- REGULATIONS

SANCTIONED TOURNAMENTS CRITERIA

- 1.1 For a tournament to be sanctioned, the tournament must satisfy the following criteria and have the following essential requirements:
- ✓ Clubs / Associations that wish to hold a “Sanctioned” tournament must be affiliated with TTSA,
 - ✓ Application must be made to TTSA for a tournament to be granted the status of a “Sanctioned” tournament. Application must be made by **30th November** of the preceding year,
 - ✓ The tournament has qualified officials, a referee and three umpires, appointed by the South Australian Table Tennis Officiating Committee (SATTOC). Officials will be reimbursed for their services in accordance with the rates established by SATTOC,
 - ✓ The Referee must be named on the tournament entry form,
 - ✓ Seedings for the tournament must be done by the State Selectors,
 - ✓ The Club / Association must provide an appropriately equipped playing environment in respect to competition tables, lighting, barriers, scorers, umpire chairs and/or umpire tables,
 - ✓ All events for each age group as listed under tournament regulations must be included within the tournament entry form.
 - ✓ The tournament must be run using a tournament software program which is fully integrated with Ratings Central and results must be uploaded to Ratings Central in a timely manner following the tournament.

TTSA SANCTIONED TOURNAMENT TYPES

- 1.2 There are four distinct tournament groups that must be catered for, these groups being:
- Junior
 - Open
 - Youth
 - Veteran

It is recommended that tournaments be held separately for these distinct groups, although the ‘Youth’ can be aligned with an ‘Open’ tournament.

Each tournament entry form must have certain mandatory information provided. This information can be categorised under two main headings:-

- Tournament Entry Form information (refer Appendix C), and
- Conditions of Entry detail (refer Appendix D).

Other conditions that may be relevant to your particular tournament may also be included. There is no set order in which the conditions should be listed.

SEEDINGS

- 1.3 Seedings for a State Championship or a Sanctioned Tournament must be done by the State Selectors.
Adequate time must be allowed for Selectors to do the seedings. The closing date for entries should be at least 10 days before the date of the tournament.

Once seedings have been done, no further entries should be accepted in those events. Refer “Late Entries” – Regulation 8.

Refer ITTF Regulations where seeds are to be placed in a draw or Appendices 1 attached to this document.

Wherever possible as a minimum an event should have 4 seeded players. This is to ensure that each half of the draw contains players of similar standards. The seeded players are indicated on the draw sheet as seeded players.

DRAWS

- 1.4 The purpose of a draw is to allocate entries within an event to places within the draw sheet in order to determine who plays whom in the first round of an event. The draw should be random so that the outcome cannot be arranged to give advantage to particular players.

As the draw is managed using a tournament software program (eg Zermelo) it is not necessary for the referee to be in attendance. However, the draw once completed by the tournament software program should be provided to the referee for his / her review, prior to the tournament.

- Byes shall be allocated in the draw as per the method listed at the end of these regulations. (attachment 1). Tournament software programs used must have this capability.
- Seeds shall be placed in the draw as per the method listed at the end of these regulations (attachment 1). Tournament software programs used must have this capability.

ALTERATIONS TO THE DRAW

- 1.5 Alterations to a completed draw may be made only with the authorisation of the Organising Committee of that tournament. The tournament referee must be consulted.

Generally, alterations to the draw should not be made, however, there are circumstances that arise from time to time where an alteration is made to ensure the fairness of the event.

The following rules apply to the alteration of the draw:

- The draw may be altered only to correct errors and genuine misunderstandings in the notification and acceptance of entry to correct a serious imbalance.
- No alteration other than necessary deletions, may be made to the draw of an event after play has started in the first round of that event
- No player may be deleted from the draw without his / her permission, except for disqualification by the Referee, for reasons within his jurisdiction.
- No alteration may be made to a doubles pair if both players are present and fit to play; injury, illness or absence of any one player, may be accepted as justification for an alteration.
- No player or pair shall be moved from one place in the draw to another, except that if, in the circumstances such as the withdrawal of a large proportion of the players or pairs, the event becomes so unbalanced that re-arrangement is necessary it shall, wherever practicable, be completely re-drawn in accordance with the original procedure.

LATE ENTRIES

- 1.6 Accepting late entries on the actual day of the tournament should never be contemplated. It is unfair to the entrants who have abided by the conditions of entry and disruptive to organizers who are scheduling matches.

However, in accordance with ITTF Regulations: 3.6.6, players not included in the draw of an event may be added later, at the discretion of the Tournament Committee and with the consent of the Referee.

The players added should be unseeded and if warranting seeding only if there is a vacancy amongst seeded players.

Reasons that may be regarded as justification for an alteration are:

- Illness or absence of one partner of a doubles pair.
- Genuine misunderstanding in notification and acceptance of an entry.

ENTRY FEES

- 1.7 Tournament organisers consider total assumed income to determine prize money and manage overheads associated with running the tournament. Most tournaments work on a very small profit margin and unpaid entry fees can have a significant impact on finances. Thus;
- 1.7.1 Where a player in attendance fails to pay the required tournament entry fee, that player will not be permitted to enter any future SA tournament until such time the outstanding entry fee is paid to TTSA or the appropriate affiliate.
- 1.7.2 Where a player fails to attend the tournament and has not paid an entry fee, unless substantiated reasons exist to justify the absence, that player will not be permitted to enter any future SA tournament until such time the outstanding entry fee is paid to TTSA or the appropriate affiliate.

RESULTS

- 1.8 All tournament results for a State Championship or Sanctioned Tournament shall be promptly uploaded to Ratings Central. Either a scanned copy or a collated electronic copy of the results shall be sent to the TTSA Events Management Director within 5 days of completion of the tournament. Results are required for State rankings purposes, the web site and for forwarding onto Table Tennis Australia Inc for national ranking purposes.

Additionally, for media purposes, a summary of the results (winners, runners up and scores) shall be forwarded to the TTSA Events Management Director within 24 hours.

COMPLIANCE

- 1.9 Failure to abide by these regulations in the conducting of a sanctioned tournament may result in the tournament not being sanctioned in the next year.

Regulations – Document END

SECTION 2 - GUIDELINES

INTRODUCTION

- 2.1 The following content is designed to provide useful information, alternatives, templates and reference appendices to those running a tournament. While there is a mandatory component required in conducting a sanctioned tournament, a level of flexibility does exist (eg round robins or no round robins / 'plate' event or not, additional events?)

ALTERNATIVES

- 2.2 Consider the following alternatives in running events and other events you may wish to introduce;

Round Robins Events

- 2.2.1 On occasions where there are only a few players who have entered an event the Tournament Committee may decide to play the event as a "round robin" event.

The advantage of "round robin" groups is that it guarantees players who have entered an event a minimum number of matches

Round Robin groups are good for players, however, from an organisational point of view wherever possible avoid playing Round Robin groups larger than 4. As the size of the group increases the total number of matches required to be played increases and the management of the playing of the group becomes harder. The more matches played the longer the event will take to complete. Albeit, groups greater than three players will be able to use two tables if tables are available

The tournament software will automatically calculate the round robin group placings.

Consolation or Plate Event

- 2.2.2 This is where first round losers in an event (generally restricted to singles) play in another event as an additional match play opportunity. Once the first round losers have been identified, conduct the draw in the usual fashion, however there will be no seeds. Some players elect not to participate in these types of events and these events do entail additional administrative and computer configuration activity on the day of the tournament which ideally should be avoided.

Including Other Events On The Entry Form

- 2.2.3 Other events included on the entry form can range from Restricted Singles (only available to non seeded players in the main event), Special Singles (recognising standard of play) and Country Events (only available to country players).

If providing additional events, consider your capacity to run all such events in a timely manner based on table availability.

If providing the ability for players to enter 'Special Singles' events, ensure the entry form clearly defines an criteria alignment of who is eligible for what events.

Where the event "Smash Hit and Juniors" is offered as part of a junior tournament, the following entry criteria should be used;

-is open to U/13 Smash Hit and School competition players (excluding State junior U/13 representatives) both past and present

ENTRY FORM DESIGN

- 2.3 A template 'Appendices 3' has been appended to this document as a sample entry form and which can be modified / personalized as required. It is recommended to make entry forms electronic to enable completion online and easy to complete and return by email. The form should also be able to be printed for completion manually for forwarding by post.

THE VENUE AND PLAYING ENVIRONMENT

- 2.4 As a tournament organizer, you have responsibility to ensure the venue is safe to both the players and the public. Consider and address any OH&S issues as part of preparing the venue.

Tournament Control And Staffing

- 2.4.1 Ensure 'Tournament Control' is a location [ideally elevated] where you can enjoy undisturbed visual observation of all tables in play and match results can be easily returned, yet you are not distracted by constant foot traffic and enquiries.

When using a tournament software program, it is suggested to distribute the workload in the following manner if possible:-

- a person responsible for identifying / allocating matches and entering results in the computer,
- a person for calling or organizing matches to the tables,
- a person responsible for maintaining the results board sheets used by players and spectators. The sheets on the results board need to be maintained as this is the fallback should the tournament need to be run manually should the tournament software program fail.
- a person responsible for collecting entry fees (if not paid in advance) and acknowledging attendance of a player. This role could be coupled with maintaining the results board.

Regardless of the distribution of responsibilities, a minimum of 3 persons is required to manage the tournament. In the absence of other staffing resources, the Referee will where time permits assist with maintaining the results board.

Playing Area

- 2.4.2 Event organisers are encouraged to have their playing environments meeting the following criteria;
- court areas must be a minimum of 10 metres long by 5 metres wide with surrounds fitted with OH&S friendly barriers,
 - lighting over the table is at least 400 - 500 lux, with 300 – 400 lux off the table at all locations within the playing area. Values below that specified should be deemed unacceptable and may be deemed unsuitable by the Referee.
 - the umpire chair (and/or table) in each court is elevated and provides a platform for the scorer to be located, and other small bits and pieces (eg biro / stop watch / ball / time out cards).

Gluing Up Area

- 2.4.3 Based on the current rules associated with glues, and lasting qualities of glues, players will rarely have need to glue a bat during the tournament. However, ideally, a suitable location outside the playing venue where there is little foot traffic should be identified and a small table provided for this purpose.

RELATED TTSA REGULATIONS

- 2.5 When reading these Regulations and Guidelines, the following other TTSA Regulations and / or Policies should be considered:-
- Hot Weather Policy, Non-Smoking Policy, Anti Doping Policy and additionally elements of;
 - Social Media Policy, Member Protection Policy, Privacy Policy, Code of Conduct Policy, Risk Management Policy and Child Safe Environment Policy

OFFICIATING

- 2.6 Although outlined in the ITTF Regulations, it is worthwhile understanding the role of the Officials, the divisions of power which exist between the Referee and Umpire. Refer Appendix A and B appended to this document.

That outlined below will also help identify the close working relationship which needs to exist between the Tournament Organising Committee and the Referee.

APPENDIX

- 2.7 In support of the TTSA Regulations and Guidelines, the following has been provided:-
- Appendix A – placing of seedings and byes
 - Appendix B – mandatory events to be advertised
 - Appendix C – tournament entry form required content
 - Appendix D – conditions of entry required content
 - Appendix E – role of the Referee
 - Appendix F – role of the Umpire
 - Appendix G – entry form template
 - Appendix H – running a tournament check list
 - Appendix I – tournament software programs

Guidelines - Document END

Appendix 1 – Placement of Seeds and Byes



Appendix B – Mandatory Events To Be Advertised

Junior Tournaments

Mandatory events that must be included within a Junior tournament as a minimum are as follows:

1. U/18 Mixed Doubles
2. U/18 Boy's Doubles
3. U/18 Girl's Doubles
4. U/18 Boy's Singles
5. U/18 Girl's Singles

As above for also the U/15, U/13 and U/11 age groups. The U/11 age group *may* be offered as a "U11 Singles" and "U11 Doubles" in lieu of 5 events.

Open Tournaments

Mandatory events that must be included within an Open tournament as a minimum are as follows:

1. Open Mixed Doubles
2. Open Men's Doubles
3. Open Women's Doubles
4. Open Men's Singles
5. Open Women's Singles

Youth Tournaments

Mandatory events that must be included within a Youth tournament as a minimum are as follows:

6. U/21 Mixed Doubles
7. U/21 Boy's Doubles
8. U/21 Girl's Doubles
9. U/21 Boy's Singles
10. U/21 Girl's Singles

Veteran's Tournaments

Mandatory events that must be included within a Veteran's tournament as a minimum are as follows:

1. O/70 Mixed Doubles
2. O/70 Men's Doubles
3. O/70 Women's Doubles
4. O/70 Men's Singles
5. O/70 Women's Singles

As above also for the O/75, O/60, O/50, O/40 and O/30 age groups. The O/75 age group *may* be offered as a "O/75 Singles" and "O/75 Doubles" in lieu of 5 events.

Appendices C – Tournament Entry Form Required Content

As a standard, the entry form must contain the following information:

- Title of the Tournament
- Name of the organising body
- Address and Name of the venue at which the tournament is to be played
- Brand and colour of the ball to be used must be 3-star (white or orange) plastic ball as approved by the ITTF.
- Date the tournament is to be played
- Name of principal sponsor (If tournament is sponsored)
- Event details (listing) – Including entry fee – Include space to allow for naming of doubles partners.
- Name of Referee and three umpires (Accredited officials as appointed by the SATTOC).
- Name and contact details [address, phone and email as minimum] for lodging entries
- Closing date for entries to be lodged
- Adequate space for completion of competitor personal details
- Declaration on entry form that the entrant acknowledges the tournament conditions of entry and that the entrant is a TTSA / TTA registered player
- Timetable of events

Appendices D – Conditions of Entry Required Content

An area of the entry form (often the back page) that requires careful consideration in preparation by the organizing committee is the “conditions of entry”.

The conditions of entry are the rules by which the tournament is conducted

It is recommended that the conditions of entry be approved by the referee nominated for the Tournament prior to the printing of the entry form.

The Tournament Committee has the right to include any local rules, if any.

The “Conditions of Entry” must incorporate as a minimum the following:

- The tournament will be held under the ITTF. Rules and Regulations unless otherwise varied by supplementary Rules or Regulations implemented by TTA and / or TTSA.
- The brand and colour of the ball to be used must be 3-star (white or orange) and approved by the ITTF.
- Dress regulations of the ITTF will be enforced. No clothing of predominately the same colour as the nominated ball may be worn. Any question of the legality or acceptability of dress shall be decided by the referee.
- All matches in events will be the best of 5 games to 11 points unless otherwise stipulated.
- The event at the discretion of the Tournament Committee may be cancelled.
- Each match shall be controlled by an Umpire, whose decision shall be final in point of fact. The referee’s decision shall be final on point of law.
- All players must assist by umpiring matches
- Completed score cards must be initialed and returned promptly by the winning player after each match.
- A 2 minute warm-up period will be allowed and play must commence promptly after this time.
- All competitors must be registered members of a Club or Association, affiliated with a State Association affiliated with the TTA.
- Specify which events (if any) to be played as ROUND ROBIN events and that group winners will advance into the main draw.
- The Tournament Committee/Director shall have the sole management of the tournament and its decisions will be final
- Speed Glue. – No gluing of rackets is permitted in the playing venue. Only ITTF approved glue or glue sheets may be used.
- The qualifying age for Youth, Junior and Veterans events should be clearly specified. Entrants in Youth and Junior events must be under 21, 18, 15, 13 & 11 respectively on the 31st day of December immediately before the calendar year in which the Tournament takes place. The age for eligibility for Veterans events is defined by ‘is the player of the age group in the year in which the player is entering the event (eg will be 50 in 2012 if entering O/50 in 2012).
- Any player not ready to play when called may be disqualified.
- Limit entry into two age groups that must be adjoining age groups (Veteran’s only).
- Where a tournament includes restricted events, the seeded players in the open events must be excluded from the “Restricted” events.
- This tournament is conducted under the TTSA Member Protection, Code of Conduct and Hot Weather Policy. It is a condition of entry that all players agree to abide by these TTSA policies and regulations and are liable for any breaches.
- Where no substantiated justification exists, players who fail to pay their entry fees will be subject to restriction from entering future SA tournaments.

Appendices E – Role of the Referee

The duties of a referee are as follows (as per ITTF Regulations 3.3.1.), which specifies the referee shall be responsible for:-

- the conduct of the draw;
- the appointment of match officials;
- conducting a pre-tournament briefing for match officials;
- deciding whether play may be suspended in an emergency;
- deciding whether players may leave the playing area during a match;
- deciding whether statutory practice periods may be extended;
- deciding whether players may wear track suits during a match,
- deciding any question of interpretation of Laws or Regulations, including the acceptability of clothing, playing equipment and playing conditions;
- deciding whether, and where, players may practice during an emergency suspension of play;
- taking disciplinary action for misbehavior or other breaches of regulations.
- where, with the agreement of the competition management committee, any of the duties of the referee are delegated to other persons, the specific responsibilities and locations of each of these persons shall be made known to the participants and, where appropriate, to the team captains.
- the referee, or a responsible deputy appointed to exercise authority in his absence, shall be present at all times during the tournament.
- determining the results of round robin groups
- advising the tournament management committee on how to determine the number and the size of round robin groups for events played under the round robin system.

Appendix F – Role of the Umpire

The duties of an umpire are as follows (as per ITTF Regulations 3.3.2)

- checking the acceptability of equipment and playing conditions and reporting any deficiency to the referee;
- taking a ball at random as provided in 3.4.2.1.1-2;
- conducting the draw for the choice of serving, receiving and ends;
- deciding whether the requirements of the service law may be relaxed for a player with physical disability;
- controlling the order of serving, receiving and ends and correcting any errors therein;
- deciding each rally as a point or a let;
- calling the score, in accordance with specified procedure;
- introducing the expedite system at the appropriate time;
- maintaining the continuity of play;
- taking action for breaches of the advice or behavior regulations.
- The assistant umpire (if appointed) shall decide whether or not the ball in play touches the edge of the playing surface at the side of the table nearest to him.
- Either the umpire or the assistant umpire may decide that a player's service action is illegal;
- decide that, in an otherwise good service, the ball touches the net assembly while passing over or around it;
- decide that a player obstructs the ball;
- decide that the conditions of play are disturbed in a way that may affect the outcome of the rally;
- time the duration of the practice period, of play and of intervals.
- Either the assistant umpire or a separate official may act as stroke counter, to count the strokes of the receiving player or pair when the expedite system is in operation;
- A decision made by assistant umpire or stroke counter in accordance with the provisions of 3.3.2.5-6 may not be overruled by the umpire.
- Players shall be under the jurisdiction of the umpire from the time at which they arrive at the playing area until they leave it.

Appendix G – entry form template



2013 South Coast Table Tennis Veteran Tournament

SUNDAY, 12th FEBRUARY 2013

VENUE: South Coast TT Club, 3 Collins Rd, Albert Park SA 5044
Tel 08 8296 0882

ENTRIES CLOSE – TUESDAY 31ST JANUARY 2012

Please accept my entry for Event Nos.:

Name: Phone: D.O.B: 3/11/2004

Email: .

Address: P/Code: .

Member of: Club/Assoc Grade / Div: .

Declaration: *I declare that I have read the Tournament Conditions and agree to abide by them and the decisions of the Tournament Committee.*

Date: . Signature:..... [if sent by post]

Payment Amount Due: \$15.00

Payment Method: Cheque Enclosed Pay On The Day Bank Transfer

Bank Details for Online Payments BSB: 405-875 Account No: 097478153

Referee – Mr. M. Quinn Panel of 3 SATTOC Accredited Umpires

Enquiries & Postal Entries To:- Mr. Fred Bloggs, 112 Weymouth Street, Eden Valley 5187

Online & Email Entries: fred.bloggs@gmail.com.au Phone: 08 8382 7222

<u>Event No.</u>	<u>Event</u>	<u>Entry Fee</u>	<u>Doubles Partner</u>
<u>Over 75</u>			
1a	O/75 Singles (M & W)	\$16.00	<input type="checkbox"/>
<u>Over 70</u>			
1.	O/70 Men's Singles	\$16.00	<input type="checkbox"/>
2.	O/70 Women's Singles	\$16.00	<input type="checkbox"/>
3.	O/70 Men's Doubles	\$7.00 ea	<input type="checkbox"/>
4.	O/70 Women's Doubles	\$7.00 ea.	<input type="checkbox"/>
5.	O/70 Mixed Doubles	\$7.00 ea	<input type="checkbox"/>
<u>Over 60</u>			
6.	O/60 Men's Singles	\$16.00	<input type="checkbox"/>
7.	O/60 Women's Singles	\$16.00	<input type="checkbox"/>
8.	O/60 Men's Doubles	\$7.00 ea	<input type="checkbox"/>
9.	O/60 Women's Doubles	\$7.00 ea	<input type="checkbox"/>
10.	O/60 Mixed Doubles	\$7.00 ea	<input type="checkbox"/>
<u>Over 50</u>			
11.	O/50 Men's Singles	\$16.00	<input type="checkbox"/>
12.	O/50 Women's Singles	\$16.00	<input type="checkbox"/>
13.	O/50 Men's Doubles	\$7.00 ea	<input type="checkbox"/>
14.	O/50 Women's Doubles	\$7.00 ea	<input type="checkbox"/>
15.	O/50 Mixed Doubles	\$7.00 ea	<input type="checkbox"/>
<u>Over 40</u>			
16.	O/40 Men's Singles	\$16.00	<input type="checkbox"/>
17.	O/40 Women's Singles	\$16.00	<input type="checkbox"/>
18.	O/40 Men's Doubles	\$7.00 ea	<input type="checkbox"/>
19.	O/40 Women's Doubles	\$7.00 ea	<input type="checkbox"/>
20.	O/40 Mixed Doubles	\$7.00 ea	<input type="checkbox"/>
Total:			\$ _____

If lodging this entry form online /via email, once having completed the entry form, and retained a copy (printed copy or electronic copy) for referral, click on 'SUBMIT MY ENTRY FORM' link below to launch an email and append your electronic entry form.

[SUBMIT MY ENTRY FORM](#)

SUNDAY 12/2/2013 - APPROX. TIMES OF PLAY

9.30 a.m.	O/60, O/40	Event 10, 20
10.30 a.m.	O/60, O/40	Event 8, 9, 18, 19
11.30 a.m.	O/60, O/40	Event 6, 7, 16, 17
1.00 p.m.	O/75 O/70 O/50	Event 1a Event 5, 3, 4 Event 15, 14, 13
2.30 p.m.	O/70 O/50	Event 1, 2 Event 11, 12

Conditions of Entry

1. The tournament will be held under the ITTF. Rules and Regulations unless otherwise varied by supplementary Rules or Regulations implemented by TTA and / or TTSA.
2. The brand and colour of the ball to be used must be 3-star (white or orange) plastic ball and approved by the ITTF.
3. Dress regulations of the ITTF will be enforced. No clothing of predominately the same colour as the nominated ball may be worn. Any question of the legality or acceptability of dress shall be decided by the referee.
4. All matches in events will be the best of 5 games to 11 points unless otherwise stipulated.
5. An event at the discretion of the Tournament Committee may be cancelled.
6. Each match shall be controlled by an Umpire, whose decision shall be final in point of fact. The Referee's decision shall be final on point of law.
7. All players must assist by umpiring matches
8. Completed score cards must be initialed and returned promptly by the winning player after each match.
9. A 2 minute warm-up period will be allowed and play must commence promptly after this time.
10. All competitors must be registered members of a Club or Association, affiliated with a State Association affiliated with the TTA.
11. Specify which events (if any) to be played as ROUND ROBIN events and that group winners will advance into the main draw.
12. The Tournament Committee/Director shall have the sole management of the tournament and its decisions will be final
13. Speed Glue. – No gluing of rackets is permitted in the playing venue. Only ITTF approved glue or glue sheets may be used.
14. The qualifying age for Youth, Junior and Veterans events should be clearly specified.
15. Entrants in Youth and Junior events must be under 21, 18, 15 and 13 respectively on the 31st day of December immediately before the calendar year in which the Tournament takes place.
16. The age for eligibility for Veterans events is defined by 'is the player of the age group in the year in which the player is entering the event (eg will be 50 in 2012 if entering O/50 in 2012).
17. Any player not ready to play when called may be disqualified.
18. Veteran tournaments - limit entry into two age groups that must be adjoining age groups.
19. Where a tournament includes restricted events, the seeded players in the open events must be excluded from the "Restricted" events.
20. This tournament is conducted under the TTSA Member Protection and Code of Conduct Regulations. It is a condition of entry that all players agree to abide by the TTSA regulations and are liable under the regulations for any breaches.
21. TTSA Hot Weather Policy will apply (refer Policy on TTSA web site)
22. Where no substantiated justification exists, players who fail to pay their entry fees will be subject to restriction from entering future SA tournaments.

Appendix H – table tennis tournament check list

The checklist below represents many aspects of running a table tennis tournament which the Tournament Director must consider. There will always be additional activities unique to each affiliate, add those to this list.

- Seek a tournament date on the TTSA Calendar from the TTSA Tournament Director
- Running the tournament – what tournament software package (Zermelo?) / training in use
- Someone is a Director of Ratings Central to enable downloading player & club data / uploading results at completion of the tournament.
- A copy of the user manual for Zermelo in relation to loading and configuring the software. Available from the TTSA Events Management Director.
- Sanctioned or open (own thing) – is it subject to TTSA points system and counts towards State ranking.
- Where held / staffing / Canteen requirements
- Appointment of Referee and Umpires (3). Approach SATTOC or use own qualified officials?
- Staffing – computer software management / match allocation & results / results board & collecting fees. Maybe runner to communicate with players / issue match boards.
- The playing environment – barriers, lighting, umpire chairs and tables, scorers, time equipment (stop watches for time out / expedite)
- Spectator facilities and comfort
- Use of PA system?
- Preparation of Entry Form –personalised and mandatory requirements
- Send entry form to Tournament Director / Referee for vetting and organising loading on to TTSA web site.
- Receipt of entries and checking eligibility of players
- Management of receipt of entries (what's acceptable method – post / email / phone)
- Collection of entry fees – how and when, who if on the day
- Budget – break even / profit? – venue overheads or hire, prizes, officials, balls, other costs
- Sending to selectors for seedings to be identified (entry cut off date > selectors > get back > draw)
- Manner running events (RR in to draw / straight draw / draw with a plate event)
- Prizes – trophies / prize money – runner up prizes only if 'x' entries received. Minimum entries for runner up prize money.

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- Physical location within venue to run the tournament – logistical > best view of all tables / players
 - Canteen – food – compliance with TTSA Rec & Sport sponsorship expectations
 - Tournament forms – distribution approach (email / websites / Facebook / social media other / some hard copy to affiliates)
 - Getting results back to Tournament Director & selectors – hard copy / scanned / electronic
 - Publish results – Ratings Central, media & web sites – format / timelines
 - Undertaking the draw – refer to Referee for checking prior to tournament.
 - Brand / colour of 3 star ball to be used / need to define on entry form
 - Timing of events – get historic info to understand player numbers / offset age groups
 - What templates can you get from TTSA Tournament Director for use (eg historical entry data / entries, income & expenditure template)
 - Obtain briefing and mentoring in running a TT tournament
 - Understanding role of Tournament Director and Referee (and between Referee & Umpire)
 - What happens to tournament paperwork after the event
 - Prizes – trophies / allocate prize money – on what basis / budget
 - Entry forms distribution - hard copy & electronic - intrastate / interstate / existing distribution lists
 - Sponsorship – boost prize money / endorsements on materials
 - Accommodation – providing accommodation information & options to interstate players

Other Activities:

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Appendix I – tournament software program

The tournament software program must be fully integrated with Ratings Central.

The default and recommended tournament software for use at South Australian sanctioned table tennis tournaments is Zermelo. Zermelo is free software which can be downloaded from the Ratings Central website.

The expected features of a fully integrated tournament software program with Ratings Central will provide for the following;

- ✓ the capacity to download a players complete profile (eg Club, DOB, current rating),
- ✓ the ability to enter a temporary rating for players not currently listed on Ratings Central,
- ✓ the ability to list players in an event in rating order to provide to the State Selectors to determine seedings,
- ✓ the ability for the software to determine from a players Ratings Central profile if that person is eligible to enter an age event,
- ✓ the ability for the software to separate players in round robin groups / main draw based on Club information provided as part of a players Ratings Central profile,
- ✓ the ability to manage seeds and byes in accordance with ITTF direction,
- ✓ the ability to automatically calculate the winner of a round robin group,
- ✓ the ability to upload tournament results in a manner compliant with Ratings Central.