

TASMANIAN TABLE TENNIS ASSOCIATION INC.

A GUIDE TO THE CONDUCT OF OPEN TOURNAMENTS (including the TASMANIAN CLOSED)

These guidelines were approved at the November 2007, and amended at the February 2011, August 2011, June 2012, June 2013 Council meetings at which Branches were represented, and so need to be followed as closely as possible by tournament organizers. Branches need to be aware that those sections of these guidelines that are starred (*) are mandatory.

*1. PERMISSION

(a) Prior approval to conduct an Open Tournament must be obtained from the Tasmanian Table Tennis Association. This will be finalized at the Council meeting in November.

(b) Application to conduct the Tasmanian Open and Closed events should be made at this meeting.

2 TOURNAMENT COMMITTEE

A Committee should include the following positions, some of which may be combined.

(a) CHAIRMAN – Tournament manager, overseer and chair of meetings and draw. Appoint a tournament referee. Ensure guidelines are closely adhered to. Contact potential sponsors. Ensure attending sponsors are looked after hospitably. Ensure displayed copy of draw is updated regularly.

(b) SECRETARY – Draw up, send out and receive entry forms, and prepare materials for the draw. Send copies of the draw to the Branches.

(N.B. Prior to being sent to the Branches, both the entry form and the draw need to be approved by the TTTA Chairman and TTTA Technical Director.)

Prepare copy for the media concerning the event. Prepare match tickets. During the tournament, direct the allocation of matches and keep the desk copy of the draw. After the tournament circulate the results to the Chairman, Technical Director, Recorder and the media.

(c) TOURNAMENT DIRECTOR - responsible for ensuring efficient use of court time, and getting players and umpires to their courts. Liaise with referee regarding matters appertaining to rule infringements and behaviour.

The Tournament Director should not be a player at the tournament.

(d) REFEREE – duties covered in a separate section.

(e) RESULTS RECORDER – to update the displayed copy of the draw.

(f) TREASURER - to collect and tally entry fees.

*3. ENTRY FORM

(a) A final draft of the entry form must be sent to the TTTA Technical Director and approval gained prior to distribution.

(b) Entry forms should be circulated to Branches at least 3 weeks prior to the closing date for entries.

(c) Entry forms may also be sent to destinations outside Tasmania (apart from the Tas. Closed)

n.b. Entry forms must be in WORD format to facilitate entry by email.

(d) Entry forms should include the following information: -

Venue

Date and starting time

Closing date for entries - which is 15 days prior to the date of the tournament.

Type of ball and tables to be used

Name and contact details of the Tournament Secretary

Names of the tournament committee.

Name of referee

List of events with title holders and entry fee

Conditions of entry where applicable - age, ability etc.

Dress regulations

Glue warnings

A sentence to the effect that once included in the draw, a player is committed to paying the entry fees applicable.

The MAXIMUM number of events a player may enter. This currently stands at six.

All sponsors must be acknowledged prominently

N.B. The following three sentences MUST appear in the entry form:-

“All players intending to enter multiple events should give consideration to the fact that no more than 5 minutes interval between finals will be allowed unless the Tournament Director deems otherwise.”

“All players must accept that umpiring is an integral part of tournament participation, and that it is an implied condition of entry that ALL players share the umpiring duties of the tournament. No player may refuse a reasonable umpiring appointment, and all players must realize that the referee and tournament director have the right to expect players to cooperate fully in this regard.”

“Attention is drawn to the notice pertaining to the taking of photographs and videos which is on display at the venue and on the TTTA web page.”

4. MINIMUM NUMBER IN AN EVENT

At the Tasmanian Open Championships all events will be run if a minimum of two entries have been received At all other tournaments it is at the discretion of the tournament committee whether or not to hold an event of only two entrants.

***5. INVITATIONAL EVENTS.**

All tournaments apart from the Tasmanian Open must provide for between one and four invitational events from the following list-

*restricted singles (mandatory), under 30 singles, 21 – 39 singles, random doubles, restricted doubles, family doubles.

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(a) To be eligible for the Restricted Singles or Restricted Doubles events, a player must have a Central Ratings ranking at the closing date of Entries, below that of the seeded players in the Men's Singles. If an entrant does nominate for these Restricted events and it is found that their Central Ratings ranking is too high, they will be withdrawn from the event and notified of this decision. "

All invitational events are combined events.

***6. SEEDINGS**

(a) The official seedings for each Championship event (including doubles) must be obtained from the Chairman of the TTTA Selection and Ranking Committee.

(b) Seeding of all invitation events to be undertaken by the Tournament Committee.

(c) Placement and number of seeds must be in accordance with ITTF recommendations. (See appendix 1)

***7. THE DRAW**

(a) The draw shall be conducted by the Tournament Committee.

(b) The Referee, or a suitable nominee, shall supervise its conduct.

(c) Byes shall be placed in accordance with ITTF recommendations. (See appendix 2)

(d) The first round shall be drawn by Association(i.e. players from Branches outside the area shall be kept apart unless there are too many to make this impracticable) (See appendix 3)

(e) Where a player has indicated a previous engagement (e.g. a regular sporting commitment) the Committee must give consideration to making it possible for them to participate by timing the event accordingly.

***8. ROUND-ROBINS (see appendix 1)**

(a) Round-Robins are mandatory for :-

First round of men's open singles

All events of fewer than eight players

All junior events

(b) Events other than those above may be conducted in the form of a round-robin at the discretion of the tournament committee.

(c) The practice of allocating a round-robin group to a table to organize their own matches and umpiring is to be strongly encouraged.

(d) Two players from each round robin group must be advanced to the second round in the Open Singles

(e) Round robins are to be restricted to the first round only.

- (f) No round robins in doubles events except when there is an entry of 3 teams.
- (g) Generally speaking all round robins should be of 3 players.

*9. DOUBLES' PAIRINGS

- (a) Single gender pairings should be named in alphabetical order. Mixed pairings should show the male name first.
- (b) Where partners are named, both entry forms should indicate the pairing. The entry is not valid if this has not happened, and confirmation must be obtained from the other player.
- (c) Where a player indicates 'partner required' the tournament committee may use its discretion in allocating partners, but consistency of method is required across all events.
- (d) Random Doubles pairings should be achieved by ranking all players, then pairing top with bottom and so on.

*10. DURATION OF MATCHES

- a) All matches shall be of best of five games, each of eleven points with advantage, except
- b) The knock stages and finals of the men's singles, and the final of the women's singles which shall be best of seven games. Should the final of the women's singles be a round robin, it remains matches that are best of 7 games.

*11. TIMING OF MATCHES

- (a) The published draw should indicate the scheduled time of each match. This will be non-binding on the Tournament Director, but should be adhered to as closely as possible. Players should be kept informed of any major delays.
- (b) 30 minutes should be allowed for each best of seven match, and 20 minutes for each best of five. (See appendix 4)
- (c) A copy of the timed draw should be sent to Branch secretaries and emailed to entrants to arrive on or before the Wednesday preceding the tournament.

*12. ORDER OF PLAY

- (a) All junior events must be completed before 2 p.m. with a junior presentation ceremony at that time, or sooner if required.
- n.b. All junior events take precedence over other events if there is a clash of matches.
- (b) All Over 75 and over events should be held between 10 a.m. and 1p.m.
- (c) Under- and over-age events should be run concurrently.
- (d) Invitational events should be completed on back tables during the finals if the programme is behind schedule.
- (e) It is recommended to begin the tournament with doubles events to avoid bottle necks at the end.
- (f) The published order of play should be adhered to closely, but importantly every opportunity should be taken to keep all tables occupied, and as long as players are informed this takes precedence.
- (g) Tournaments should be scheduled to finish within 12 hours of starting .

13. MATCH TICKETS

(a) Match tickets should show the event, round, names of the players in draw order, time of the match and number of games. There should be sufficient spaces for writing the game scores, umpire's name and the winner's name/s

(b) Before the tournament a match ticket should be written for every match, including the finals.

(c) Match tickets should be sorted and stacked in time sequence.

14. UMPIRES

(a) The optimum is to use a qualified umpire and assistant umpire for every match.

(b) As (a) is not going to eventuate, all players must accept responsibility for doing their share of umpiring, and must accede to any reasonable request by the referee or match manager to umpire a particular match.

(c) The best qualified umpires or senior players should umpire finals.

(d) The Referee is responsible, along with the Tournament Director, for the allocation of umpires, and the Referee's decision is final as to who umpires a particular match.

(d) Umpires' conduct is to be monitored by the referee.

(e) Where applicable, the organizers should liaise with the State Umpires to ascertain suitable matches for the examination of candidates.

15. PRESENTATION OF FINALS SESSION

(a) Every attempt should be made to complete finals of championship events at a reasonable hour and as close to the advertised time as possible, with consideration being given to the needs of players, spectators and, if present, sponsors.

(b) Semi-finals may be played as a prelude to the finals.

(c) The Referee will decide the order and table allocation of finals once the finalists have been decided. Multiple finalists are not entitled to more than a five minute break between finals if time is a problem.

(d) MS and WS finals should not be played concurrently.

*16. TROPHIES AND OTHER PRIZES

(a) Some form of tangible recognition shall be given to the winners of all events, and the runners up of events with more than 4 players. However all junior events must have a runner up medal presented to losing finalists.

(b) Recognition may be in the form of cash, goods, trophies, medallions, vouchers or certificates, or any combination of these.

n.b. where sponsorship has been obtained, representative/s of the sponsor/s must be invited to participate in the presentation of prizes.

*17. RESULTS

(a) Results should be constantly updated on the displayed copy of the draw.

(b) Checked and accurate results of the completed draw MUST within 7 days be sent to:-

(i) The TTTA Chairman of Selectors.

(ii) The TTTA web site statistician.

n.b. a report of the tournament should be sent to the media the day after the event.

*18. REFEREES

(a) The referee should be a qualified State Umpire.

(b) Preference should be given to a referee from the home Branch when appointing the referee.

(c) Should a State Umpire be unavailable to referee the tournament, then the Chairman of the organizing committee is responsible for ensuring that a suitably experienced and impartial member of the home Branch be appointed as Referee.

(d) If the referee is a player or coach at the tournament, a suitable Deputy Referee should be appointed.

(e) The duties of the referee are:-

(i) Supervision of the draw, and any alterations to it.

(ii) Approval of playing conditions.

(iii) Supervision of player conduct and dress.

(iv) Appointment of umpires-this may be delegated to the Tournament Director.

(v) Awarding of walkovers.

(vi) Arbiter of disputes involving players and umpires.

n.b. The Referee's decision is final in all the above matters.

(f) Within 7 days of the completion of the tournament, the referee shall forward a completed "Referee's Report Form" to the Chairman of the Board of the TTTA. with a copy to the secretary of the home Branch.

(g) Serious breaches by players, officials or umpires must be reported to the Chairman of the Board of the TTTA with a copy to the secretary of the home Branch on the form designated for the purpose.

19. ENTRANTS WHO FAIL TO ATTEND

(a) Once a player has been included in the draw, they are committed to play, and therefore to pay their entrance money.

(b) Should a player subsequently fail to play, they may be billed by the home Branch for their entry fees, and will be expected to pay. However each Branch has the discretion in this matter as to whether or not to charge the player.

n.b. outstanding fees are not the responsibility of the player's Branch.

20. PUBLICITY

(a) Every attempt should be made to publicise the event in the local media by means of a press release and request for photographer, and informing the television stations.

21. DISPENSATION FROM ANY GUIDELINES

Applications for dispensation to the TTTA Board may be made but please note that:

(a) these must be applied for before the Entry Form is approved, and b) guidelines regarding Round Robins will be strictly enforced.

22. IMPROVING THE GUIDELINES

The Tournament Guidelines are a document that will be continually assessed by the TTTA Tournament Committee to ensure that it remain relevant and meets tournament requirements. Suggested improvements are invited for consideration. Any changes will need to be approved by the TTTA Council.

APPENDICES

Appendix 1. Round Robins (*mandatory)

*3 players- one round robin

*4 players- one round robin of 4, or top seed to final and other 3 play rr with winner to final.

*5 players- bottom 3 play rr with winner meeting second seed, and r/u top seed in sfs.

*6 players- two rrs of 3 with winners to final, or 1v2 and 2v1 in semis.

*7 players- top seed to sf, two rrs of 3 with winner of 2nd seed's rr to final, and winner of other rr to meet top seed in sf.

8 players- top 2 seeds to sfs, 2rrs of 3 with winners to semis

9 players- 3 rrs of 3 with top seed's rr winner to final and others to sf.

10 players- bottom 3 play an elimination rr, loser eliminated, then r.1 as for 9.

11 players- top 2 seeds to qfs. 3 rrs with one eliminated from each, others progressing to qfs.

12 players- 4 rrs of 3 with winners to sfs.

13 players- bottom 3 play an elimination rr, loser is eliminated, then r.1 as for 12.

14 players- top 2 seeds to qfs. 4 rrs of 3 with winners 1 and 2 progressing to sfs and winners of 3 and 4 play in qfs. Ensure placement is correct.

15 players- 5 rrs of 3 with winners of 1,2 and 3 to sfs and winners of 4 and 5 play a qf.

16 players- Top seed to qfs, 5rrs of 3 with winner of 2nd and 3rd seed rrs to sf 2. Winner of 5th meets top seed and other two winners meet in qf. Winners meet in sf1.

17 players- bottom 3 play an elimination rr, loser is eliminated, then r1 as for 16.

18 players- 6 rs of 3 with winners of 1 and 2 to sfs, and 3,4,5 and 6 to qfs.

19 players- bottom 3 play an elimination rr, loser is eliminated, then r.1 as for 18.

20 players- top 2 seeds to qfs then 6 rrs of 3 with winners to qfs.

21 players- 7 rrs of 3 with winner of 1 to sf1, winners of others to qfs.

22 players- top seed to qfs with winners of 7 rrs .
23 players- bottom 3 play an elimination rr, loser is eliminated, then r.1 as for 22
24 players- 8 rrs of 3 with winners to qfs.
25 players- elimination rr of bottom 3, loser is eliminated, then r.1 as for 24.
26 players- as for 25 except only winner to r.1
27 players- 9 rrs of 3 with all winners except 8&9 to qfs: 8&9 play off for final qf place.
28 players- elimination rr of bottom 3, loser is eliminated, then r.1 as for 27.
29 players- as for 28 except only winner to r.1.
30 players- 10 rrs of 3 with winners of top 6 to qfs, bottom 4 to round of 16.

Appendix 2 - I.T.T.F. regulations.

Each Branch has a copy of these, but any queries should be addressed to the Technical Director (currently Maureen Sherman.)

Appendix 3. - Draw by Association.

In order to ensure that players from outside the host region do not meet players from the same Southern Branch or North/North West region **in the first round**, unless there are too many players to make it unavoidable, the draw must be conducted 'by association.'
This means that prior to making the draw, specific slots must be reserved for Branches/regions in the different sections of the draw so that when actual names are drawn out they go into the slot reserved for their Branch/region.

Appendix 4. – Timing.

Timing is vital for an efficient tournament, and care must be taken to ensure tables are used to maximum efficiency.

A matrix of tables and events should be prepared for players to view in order for them to be ready to play when required.