

Chapter 3 – Tournament Sanction

1. **General.** Sanctioning of tournaments is necessary to ensure an equal opportunity for all sponsors to hold tournaments without unreasonably competing for the same players and for all players to participate in these tournaments under the best possible playing, umpiring, and social conditions.
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 to minimize competition for the same players.
 - 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. To be exempt from the sanctioning requirement, they must not offer prize money and must not advertise other than locally. 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. By requesting 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 must be USATT members, including those who join at the tournament.
 - 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 Committee. The specific sanctioning officials are:
 - 3.a. All No star, 1 Star, and 2 Star tournaments are sanctioned by the Regional Tournament Coordinator 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 Tournament Coordinator (NTC).
 - 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. Membership is required if Junior results are submitted for ratings and rating fees must be paid. USATT membership is not required for players under 18 who enter only junior events if those events are not submitted for ratings.

4. Star Ratings. Star ratings are assigned to tournaments as an indication of the expected strength of the draw. The primary basis for assigning a Star Rating to a tournament is the amount of prize money offered as shown on the sanction request form (page 3-9).

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: The U.S. Open Championships, The U.S. National Championships (U.S. Closed) and the *U.S. Open Team Championships* only.

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

5.c. Three Star: USATT Regional Championships and other tournaments meeting the above requirements and approved for the Three Star rating by the National Sanctioning Chairman.

6. Open Tournaments. An open tournament is one which is open to entry by any member of the USATT or other ITTF affiliated association.

6.a. Tournaments are assigned Star ratings based on the criteria in paragraph 4, above.

6.b. 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 paragraph 4 or 5, or may be awarded ratings based on the following criteria:

7.a.1. 0 Star: Table tennis events of annual state games.

7.a.2. One Star: An annual city, county or state championship holding at least four championship events; any open or closed tournament with prize money within limits shown on the sanction request form (page 3–9).

7.a.3. Two Star: The Intercollegiate Championships (Association of College Unions International)(ACUI)

7.a.3. 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 shorter 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.b. Two or more closed tournaments will not be sanctioned for the same date(s) if their areas of eligibility overlap.

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 and/or the fair market value of the prizes to be awarded or may be set by a contract between the USATT and the tournament sponsor.

9. Organizations Who May Apply For Sanction.

- 9.a. The USATT conducts major tournaments and USATT Headquarters sanctions those events as directed by the USATT Board of Directors.
- 9.b. Other than the exceptions listed above, only USATT club or district affiliates may be granted sanction to conduct tournaments.

10. 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:

- 10.a. Conduct the tournament on the dates at the location specified.
- 10.b. Advertise in the USATT national publication and other media that it is a sanctioned tournament. Normal advertising fees apply.
- 10.c. Have the tournament listed on the USATT web page.
- 10.d. Receive necessary forms (other than match cards) for the conduct of the tournament. **Forms are requested on the sanction application.**
- 10.e. Have the competition rated by the USATT Rating Committee and to receive a copy of the rating report with each player's individual results.
- 10.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.
- 10.g. Have the results published in the USATT national publication provided the information is submitted in a timely manner and subject to normal editorial policies.
- 10.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. Sanctioning Procedure.

- 11.a. Scheduling dates. As soon as a tournament is planned, the sponsor should contact the Regional Tournament Coordinator to determine if the desired dates are

available. No dates are guaranteed until the sanction request is submitted and the sanction fee is paid.

- 11.b. Sanction request. (see page 3–9) Formal sanction is requested using USATT Form T101, Tournament Sanction Request. The request must be submitted to the Regional Tournament Coordinator not later than 2 months before the requested tournament date. Submit one copy with a copy of the draft entry blank.
- 11.c. If advertised prize money totals \$300 or more the USATT Tournament Committee may require the sponsor to post the prize money before sanction is granted. If the total prize money is greater than \$1,000, it must be posted unless the sponsor's credit rating has been established. A sponsor failing to pay full advertised prizes in a previous tournament may be required to post prize money regardless of the advertised amount.
- 11.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 3–5). Following this review the sanctioning official will grant the sanction (with or without stipulations) or deny sanction, giving the reason(s) for the denial.

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

- 12.a. The entry form is the part of the entry blank that the player returns to enter the tournament.
- 12.b. The entry blank needs to 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.
- 12.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 3-11. Parent or guardian must sign for any player under 18 years old.
- 12.d. The Tournament Sanction Checklist is on page 3–5 should be used to check completeness of the entry blank. A sample entry blank is on pages 3–7 & 3–8.

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).
- *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 USATT approved equipment will be used; (brand) tables; (brand) nets; (color & brand) balls; (type of) flooring
- *Clothing; reference to the USATT Dress Code.
- *List of events/entry fees, and a statement that events with insufficient entries may be canceled and fees refunded.
- 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 and rating fees.
- Limitations on number of 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).
- Membership receipts (white copy) and a check for the correct amount.
- Payment for labels and/or other items ordered for the tournament
- Membership fees and sponsor discount computed properly \$ _____
- Tournament rebate computed properly \$ _____
- Rating fee check.

To NATT For Ratings

- 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

Atlanta Open
Table Tennis Tournament
Saturday, April 9, 2011

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, Patsy Jo Barrett

Referee

Rene Nielsen, Certified Referee/CU

Eligibility: Open to all members of the USATT. Non-members may join by paying the membership fee with their entry. Details on entry form. Players who have never been USATT members may buy a one time only Tournament Pass.

Eligibility For Events: Championship Singles and Doubles - everyone is eligible. Class A, B, C: players are eligible if their rating is below the rating listed for the event or they are unrated. We reserve the right to restrict unrated players from events below their estimated playing level. 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 April 9, 2011.

Senior (40+): players 40 or older on December 31, 2011.

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.

Equipment: Only USATT approved equipment will be used: Donic tables and nets; Ehite Butterfly *** 40mm 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, April 2, 2011. There will be a \$5 discount for entries received by Saturday, March 26. 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: Lucky Shoals Park – Off I-85, 4.8 miles North of I-285, turn South onto Jimmy Carter Blvd and drive 2.1 miles to Britt Road; Turn right on Britt Road 0.4 miles to Lucky Shoals Park on the Left. (Identified by a large aqua colored sign)

Awards: Trophies to all finalists except where prize money is indicated in chart below.

Tournament Processing Fee: \$7 per player.

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.

Format: All events will be round robin in groups of 4 with group winners advancing to single elimination. Unrated players may enter any event but will not be permitted to advance from the round robin stage.

Event	Fee	Starts	1 st	2 nd	3/4
1. Championship Singles	\$15	11:00 a.m.	\$300	\$100	\$50 ea
2. Under 1900	\$15	1:30 p.m.	Trophy	Trophy	
3. Under 1800	\$14	3:00 p.m.	Trophy	Trophy	
4. Class "C" Singles (-1600)	\$14	4:30 p.m.	Trophy	Trophy	
5. Novice Singles (round robin) (-1400)	\$14	9:00 a.m.	Trophy	Trophy	
6. Women's Singles (round robin)	\$14	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 Class B and/or Class C Singles.

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 () \$49 1 yr; () \$130 3 yr; Jr/Student () \$25; Tournament pass: () \$10
 USATT Fees \$ _____
 Processing fee \$ 7.00
 Event CH 1() 2() 3() 4() 5() 6() 7() 8() 9() Cl A Cl B Cl C Nov W/S Sen Jr Dbl
 Fees: \$15 \$15 \$14 \$14 \$14 \$14 \$10 \$10 \$8 Event fees: \$ _____
 Partner _____ Late fee \$ _____

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 Request

Instructions:

1. Complete this form and mail with the appropriate sanction fee and a draft of the entry blank to the Regional Tournament Coordinator (RTC) for your region. For 3 & 4 Star tournaments, send your request to the National Tournament Coordinator (NTC). Note that tournaments will not 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 3- and 4-Star tournaments.

Official Use Only

NTC Approval: _____

RTC Approval: _____

Date: _____

Tournament Information

Name of event: _____

Date(s): _____ To: _____ Level: _____ Star

Alternate Dates: _____

Venue Address: _____ City: _____ State/ZIP _____

Club: _____ Affiliation expires _____ Contact Person: _____

Phone: _____ E-mail: _____

Address(Street/City/State/ZIP): _____

Referee/Rank _____ Tournament Director _____

Tournament Star Level

Star Level	Prize Money	Sanction Fee	Processing Fee Per Player ³
0 Star ¹	\$0	Waived	\$7 ²
0 Star	\$0-\$400	\$40.00	\$7
1 Star	\$401-\$1,000	\$80.00	\$7
2 Star	\$1,000-\$3000	\$150.00	\$7
3 Star	\$3,001-\$6,000	\$300.00	\$7
4 Star	\$6,001+	\$400.00	\$7
4 Star team tournaments		Negotiated	\$9
Other ²			TBD

Sanction fee enclosed:

Check to debit from credit card on file with USATT

¹To be used only for State Games

²Special classification determined by the USATT Tournament Committee

³ Processing fee for multi-year or multiple tournament sanction will be paid at current rate at time of the tournament

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 at time 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 for player ratings.

_____ date

_____ Tournament Director

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 participants of any tournament or event conducted, sponsored, or organized, or sanctioned by USATT agree to waive and release all rights to receive compensation for use of their names and pictures of their participation.

- 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 at the tournament upon checking in. USATT insurance does not cover non-USATT members, such as spectators or entrants in events that do not require USATT membership.

Submitted by _____

_____ Title

_____ Date

* * * Please see reverse for Ratings List Request * * *

Form T-101 (revised 1/10)

Request for Forms

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

- 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 forms (2 per page)
- Tournament Sanction Checklist
- Request for Certificate of Insurance

Request for Rating List

Ratings lists are sent from USATT Headquarters approximately two weeks before the tournament. Please indicate below the states for which you are requesting ratings. Format for ratings: __ Paper __ E-mail (format).

E-mail address _____

List States: _____

Request for Labels

Please indicate below the states and/or regions for which you are requesting labels. The cost is \$0.05 per label, and the cost of shipping will be included on the invoice for the labels.

Region(s): _____

States: _____

Shipping Instructions

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

Next day delivery First class delivery Third class delivery

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

Ship forms and labels to:

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