

Tournament Sanction Checklist

Name of Tournament: _____

Date: _____ Sponsor: _____

Entry Form Checklist

- ☞ Complete name of tournament including the words *Open* or *Closed*
- ☞ Date
- ☞ Tournament location
- ☞ Sanctioned by the USATT or source of waiver
- ☞ Name of sponsor(s)
- ☞ Name of referee and rating level (Club, Regional, National, or International Umpire)
- ☞ Name of tournament director and committee
- ☞ Star rating if the tournament is *Open*
- ☞ If *Closed*, the precise area of eligibility
- ☞ Membership requirements: age/rating requirements for events
- ☞ Statement: *All USATT regulations apply*
- ☞ Statement: *Only USATT-approved equipment will be used. Tables will be (brand); nets will be (brand); balls will be (color and brand), and floors are (type).*
- ☞ Clothing: Reference the USATT Dress Code
- ☞ List of events/entry fees, and a statement that events with insufficient entries may be canceled and fees refunded. Should also include the statement that if a rating event is canceled, player will automatically be placed in the next higher rated event.
- ☞ Information on doubles partners. Partners must be shown on the entry form for all 3-Star and larger tournaments.
- ☞ Deadline for receiving entries
- ☞ Name of payee for checks or money orders
- ☞ Address for mailing entries
- ☞ Reporting and starting times
- ☞ Umpire and/or rating fees
- ☞ Limitations on number of events
- ☞ Statement of policies regarding refunds, telephone entries, and "no-shows".
- ☞ Directions to tournament site (optional)
- ☞ List of hotel accommodations

(over)

- ☞ Are there any other tournaments competing for the same players at the same time?

Completed Application Checklist

- ☞ Space for player's name and address
- ☞ Date of birth - Required for new members and age events
- ☞ Membership expiration date
- ☞ Space to apply for membership - Correct fees should be listed
- ☞ Player's current 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
- ☞ Statement exempting sponsor and USATT from liability

Tournament Report Checklist

- ☞ Complete report within fourteen days after tournament
- ☞ Send to USATT Headquarters:
 - ✂ Tournament report
 - ✂ Membership receipts and check for correct amount
 - ✂ Tournament results, including appropriate rating fees and copy of all draw sheets for rated events

All results must be submitted on USA Table Tennis authorized forms. They must conform to appropriate size (8-1/2 x 11 inches) and format per example in the Tournament Guide. Do not send individual match slips or duplicates of any match. USATT will supply forms upon request.
- ☞ A feature story should be submitted to the sports editor or all local papers, the hometown papers of the top players, and the editor of *Table Tennis Today*