



Mornington Peninsula and Frankston City Table Tennis Association Inc (MFTTA)

TOURNAMENT PROCEDURES POLICY

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Drafted By: Initial draft 2013; Edited by Les Dawson (Treasurer MPTTA) and David Griersmith (Secretary MPTTA) with format standardisation 16 and 17 August 2020; Board edits for V4 and V5 on 25 Aug 2020

Approved and endorsed by: MPTTA Board of Directors at its meeting on 25 August 2020

The following procedures cover all types of tournaments. Sections relating to open tournaments versus closed tournaments are identified.

1. Tournament Committee

A Tournament Committee will be established each year and it will have responsibility for all tournaments conducted on behalf of MFTTA Inc in that year.

The Tournament Committee will be managed by a member of the MFTTA Board of Directors (formerly called the MPTTA Committee of Management) and will consist of no less than three persons either from the Board of Directors or seconded onto the committee, usually from the general membership.

Each year Table Tennis Victoria (TTV) sends out a tournament request form to each association asking them to put in their preferred dates for open tournaments. At that time (but no later than November meeting yearly) the Tournament Committee will prepare an annual calendar of proposed open and closed tournaments and submit it to the MFTTA Board of Directors for approval.

The Tournament Committee will:

1. Ensure all approvals have been obtained e.g. Table Tennis Victoria (TTV), local council e.g. for use of Barbeque and other Occupational Health & Safety issues, Centre Management e.g. use of facilities like toilets, showers etc.

2. Manage each tournament in a professional and ethical manner, ensuring this positively reflects the image of MFTTA as a quality sports event provider.
3. Provide the Board of Directors with a written report after each tournament covering sponsorship and promotion achievements, successful ideas, systems or processes undertaken, challenges faced and solutions undertaken, income/expenses and overall financial return achieved, plus potential areas for tournament improvement.

2. Reason for Tournament

Types of tournament we run:

Open: Available to registered players outside MFTTA e.g. State based Juniors, Para, Seniors, Vets, National, International, challenges with other associations, visiting teams, etc.

Closed: Usually available to registered MFTTA members only e.g. MFTTA Championships, Harry Sharp, Pauleen Hayes, Anniversary or ad hoc ones for fund raising, profile building.

Keenagers: Social Keenagers event. Open invitation to other Keenager clubs.

3. Approval Process

Each tournament requires approval by all required official bodies.

3.1 Open Tournaments

- The Tournament Committee will recommend to the MFTTA Board of Directors the number, type and purpose of tournaments for which authorisation from TTV (or other appropriate body where applicable) is being sought (along with suggested dates).
- On approval by the MFTTA Board of Directors an application will be made to TTV for authority to conduct tournament(s) and suggested dates.
- TTV approved tournament dates will be added to MFTTA tournament calendar for the following year.
- Planning will be undertaken in accordance with the key TTV 10 guidelines to running tournaments.

3.2 Closed Tournaments

- The Tournament Committee will recommend to the MFTTA Board of Directors the number, type and purpose of tournaments for which authorisation is being sought (along with suggested dates).
- MFTTA Board of Directors approved tournament dates will be added to MFTTA tournament calendar for the following year.

- Planning will be undertaken in accordance with the MFTTA approved guidelines to running tournaments.

4. Key steps to planning for a tournament

Step One

Ensure approval process as outlined in point three (3) above has been completed as required.

Step Two

Set up a budget for the tournament

Open Tournament

With the assistance of the MFTTA Treasurer estimate income from all sources such as donations, sponsorship and entry fees, plus all costs making allowance for fixed costs such as electricity, heating, insurance, equipment hire, depreciation on tables, wear and tear on floors and any other fixed costs plus variable costs directly involved in running the tournament such as cost of postage, phone calls, printing, coloured cards for the draw, canteen stock, publicity expenses, prize money, fees for required officials (tournament referee, umpires) etc. Submit budget for approval by the MFTTA Board of Directors. Note: The current maximum prize money to be paid out will be at the discretion of the Tournament Committee with approval by the Board of Directors, and will generally be no more than 75% of entry income received.

Closed Tournament

With the assistance of the MFTTA Treasurer a simple budget shall be prepared by the Tournament Committee. This will be based on the requirements outlined under open tournament above, and be prepared based on the policy that we aim to achieve a minimum breakeven figure for each closed tournament. The budget shall be submitted to the MFTTA Board of Directors for noting.

Step Three

Early planning: Open Tournament

Two months out

- a. Check venue – based on number of expected entries is the existing venue big enough? If not what alternatives are available e.g. within complex.
- b. Conduct facilities audit to ensure venue is in top condition e.g.
 - i. Are all lights working? – organise replacements as required

- ii. What repairs or improvements need to be made e.g. floor surface, canteen area, and tournament control area? – submit requirements to MFTTA to authorise any suggested expenditure
- iii. Check all tables, nets and score boards and the sound system
- iv. Notify council of any requirements e.g. temporary ramps, extra toilet requisites like paper and soap etc.
- c. Appoint a tournament director within Tournament Committee
- d. Request for a referee and any required umpires via TTV.
- e. Prepare entry forms based on approved MFTTA Master Tournament Forms (on MFTTA computer at Centre) and submit to TTV for approval.

Six weeks out

- a. Follow up TTV if required for ensure entry form has been approved.
- b. Have TTV post entry form on website, social media platforms and email affiliates.
- c. Advertise Tournament entry form on MFTTA website and social media platforms.

Three weeks out

- a. Check number of entries coming in and follow up via phone/email if numbers are low.
- b. Ensure printer is fully operational and supplies present

Once entries have closed

- a. Collate entries in alphabetical order, and enter into Ratings Central.
- b. Check carefully for those who have not paid or need refunds.
- c. Print list of player names to cross check all events entered.
- d. Carefully check doubles entrants for “partner wanted” and ensure no player is assigned to two partners in the same event.
- e. Once completed email event lists asap to TTV for vets, para, seniors and juniors (and others as required).
- f. Check tournament control area to ensure all necessary supplies are on hand and top up as necessary – pins, forms, pens, printer etc.

In final week before event

- a. Print the following:
 - draw sheets of all events (2 copies, one for control and one for noticeboard)
 - table allocation sheets (if required)
 - player list (3 copies)
 - list of players owing money or due refunds

- c. Prepare individual envelopes with labels per event and prize money (either as per entry form or dependent on entry numbers) so treasurer can have cash on hand for prizes
- d. Recheck supplies - ask "what if?" and prepare for worst case scenario! The night before event test PA and layout tournament control area.
- e. Plans for making the draw:
 - First ensure if referee must be present and if so set appropriate date and time with referee.
 - Once seedings have been identified and numbers for each event are known then the draw can be done – note policy of allocation of seeds e.g. 3 & 4 seeds etc).
- f. Print match slips for all first round matches. Use first names where possible for ease of announcing on P.A.
- g. For round robin matches (if any) print all match slips.
- h. Place draw for each event onto notice board located for this purpose in the main playing area (make sure each cancelled event is duly recorded in Red across the draw).

On Tournament day

1. The allocation of duties.

The following people will be required as a minimum for each open tournament

- a. One person to put up results on the notice board
- b. One-two persons to collect monies received on the day
- c. Two non-player tournament controllers are necessary to run the tournament at all times. This means up to four controllers are necessary to provide relief and cover any emergencies. All persons involved need to be adequately trained by assisting in events prior to taking on major controller roles.
- d. One person to act as a relief for breaks and assisting at peak times.
- e. Canteen and Barbecue staff (if any) is considered separate to requirements above.

2. Process on the day

- a. Tournament staff need to be at the venue at least 45 minutes before start of tournament
- b. Check PA systems, ensure adequate supplies, and ensure sponsors signs and materials is on display.
- c. Staff to check off player list, collect monies and be available to assist in making alternations to the draw based on withdrawals (note where seeds are involved the referee will need to be consulted).

- d. Two persons in tournament control need to undertake allocated tasks (one entering results in ratings central and another supplying event sheets, handing out boards and calling people for events on PA). When results are returned the general process is as follows: one controller will record results in ratings central and then print the next match slip to be allocated to a table.
- e. Envelopes containing the prize money should be prepared and labelled appropriately prior to the tournament. When finals are completed prize money recipients are requested to attend the tournament control to collect their money and sign the record book.
- f. At day end or soon after one copy of the draw results must be emailed to TTV and others as required.

5. Running the Barbecue/Canteen

- g. Tournament Committee to appoint appropriate staff noting any need for council health permits.
- h. The appointed staff to decide on number, quality and variety of supplies required including retail pricing (based on budget prepared)
- i. The following tasks to be undertaken:
 - Design and make signage
 - Order all supplies including latex gloves
 - Ensure canteen and barbecue “float funds” are available via treasurer
 - Check out barbecue, gas bottle (spare), cleaning supplies, oil, tongs, car fridges, ice etc
 - Prepare staff roster

6. Publicity, Promotion and Sponsorship

Appointed sponsorship director to undertake/delegate completion of the following:

- a. Prepare plan for tournament funding
- b. Ensure local publicity opportunities are maximised through such means:
 - Contact with local media to get local newspaper coverage and commitment for pre and post publicity
 - Profiles of key players to be prepared along with photos and supplied to local papers
 - Notify council and staff and consider Mayor and other dignitaries for official opening of tournament

- Ensure press photographer is on hand at start of tournament.
- Invite sponsors to attend and say a few words at the start of the tournament and provide them with refreshments.
- Promote on website and all social media platforms.

7. Evaluation of the tournament

To ensure continuous improvement and best practice the Tournament Committee will provide the MFTTA Board of Directors with a report after each open and closed tournament answering the following questions:

- Were the documented processes for conduct of the tournament followed? Is there a need to revise any of the procedures?
- Where activities and responsibilities assigned to appropriate people? Did they have the necessary resources to undertake their allocated tasks? Were there any unclear lines of communication or overlaps in responsibilities?
- Were financial objectives met and what were the reasons for differences against budget?
- Were all requirements of TTV and Council met in a timely manner? Were there any safety concerns which might require improvement?
- Were the storage, maintenance and records systematically managed and are they now easily able to be retrieved? What improvements are necessary?
- Players will be encouraged to provide feedback via the MFTTA online feedback system. The feedback will enable analysis of player perspectives on what they want from tournaments and potential improvements.
- Were sponsors happy? What was their feeling about the tournament?
- What worked well? Were there any hiccups or blockages? What can we do to make improvements for next year?