

ALBERTA TABLE TENNIS ASSOCIATION (ATTA)
TOURNAMENT and EVENT SANCTIONING POLICY
(Updated June 2025)

All Alberta Table Tennis Association (ATTA) sanctioned tournaments/events must follow ITTF/Table Tennis Canada/Provincial competition rules and codes of conduct (discipline, anti-doping, safe sport). Sanctioned results are submitted for ratings.

GUIDELINES

Membership Requirements

- The tournament host/club is an affiliate club/member of ATTA, and/or the tournament organizer is recognized in good standing by the ATTA.
- The tournament director/chair is a member in good standing with the ATTA.
- Participants will be members/registrants of affiliated clubs and/or ATTA in order to receive ratings.

Star-rating/Event Category

- Events are classified by “star” rating (e.g. 1-star, 2-star, 3-star etc.). Higher star events have stricter conditions (e.g., exclusivity of scheduling). The ATTA follows the TTCAN Competition Star Level requirements and guidelines for events classification.

Scheduling/Conflicts

- Two (or more) star events may not be scheduled on the same weekend as other events in the province. One-star events may overlap under limited conditions determined by the ATTA.

Officials/Umpires

- Hosts must appoint qualified officials (referees/umpires) to conduct tournaments/events. For higher star events, competition manager/director/chair and referees/umpires may be appointed by the ATTA to oversee the event to ensure that the ITTF/Table Tennis Canada/Provincial competition rules and codes of conduct are met. Under these circumstances, the ATTA will only appoint officials in good standing status with the ATTA.

Penalties/Violations

- Violation of any rules/regulations may lead to bans from organizing or loss of sanction, including and are not limited to - non-authorized events, non-submission of results and/or fees etc.

EVENT PREPARATION CHECK LISTS

1. Preliminary preparation/planning

- Confirm your club is affiliated/recognized by the ATTA.
- Ensure the tournament director is a member in good standing with the ATTA.
- Select the proposed date(s), and check the ATTA calendar or enquire the ATTA to avoid conflicts.
- Decide event category/star rating/divisions (age, rating, classes, events).
- Estimate number of participants (men, women, junior, senior etc.).
- Secure a venue with sufficient tables, lighting, floor, space, etc.
- Plan a prospectus/tournament information document (venue, schedule, rules, fees, eligibility).
- Determine and contract umpires/delegates/officials.
- Arrange insurance/liability coverage (if applicable).
- Set entry fees, prize allocations, refund policy.
- Determine how entries will be collected (online, paper).
- Plan result reporting/ranking submission (format, deadline).
- Plan a financial reconciliation/report (revenue, expenses, officials' fees).

2. Sanction request

Submission of the written sanction request to the ATTA should include the following details:

- Name of tournament.
- Organizing club/host.
- Tournament Director name, contact (email, phone).
- Venue location and details.
- Dates (start/end).
- Event divisions/categories (e.g., U-11, Open, 2000+, etc.).

- Star rating or intended classification.
- Expected number of participants.
- Entry fee structure.
- Ratings fee structure (e.g., \$5 for juniors and \$7 for adults etc.).
- Umpire/officials list (or required certifications).
- Ball/equipment specifications.
- Playing conditions (tables brand ITTF/WTT approved, flooring, lighting).
- Liability/insurance statement (if applicable).
- Approval/signature of club/host.
- Declaration that participants will be members/registrants of the club and/or ATTA.
- If deviations from standard rules are planned, request/notify those in the form.
- Payment of sanction fee (method/amount).
- Timeline/deadline for entries.

3. Submission and timeline

- Submit the written request well in advance (e.g. 6-8 weeks before event, or per ATTA deadline).
- Ensure the ATTA replies with reviews and/or calendar conflicts.
- Wait for written sanction approval/confirmation from ATTA.
- Once approved, publish the prospectus. The ATTA will also publish same on the website and/or social media to assist with the promoting the tournament/event.
- Close entries by a deadline.
- Finalize draws, schedule, officials.
- During the tournament, ensure communication with officials, enforcement of rules.
- After tournament, submit results, player list, ratings fees collected report, plus rating/ranking data by required deadline.
- Remit ratings fees alongside the ratings files to the Alberta Ratings Chair at the ATTA for the ratings to be included in the monthly ratings submission to the TTCAN Rating Chair.

This policy is subject to change and amendments at the discretion of the Board of Directors. E-mail info@attaabt.com or check our website for information and updates.