



## TOURNAMENT REPORT INSTRUCTIONS

1. You may create your own Participating Players List or utilize the Ratings list provided by the USATT Headquarters (HQ).
  - a. If you are using the Ratings list provided by HQ, then please observe the following instructions:
    - (1) Highlight the name of each participating player with a yellow (see-thru) highlighter. Add at the end of the list any player not listed. Add their state and date of birth for identification purposes.
    - (2) If a player's expiration date is blank or expired, the player is required to purchase membership. The tournament director is held responsible for the membership fees and will be charged the fees not collected.
    - (3) Make any corrections to a member's information directly to the Players List, i.e. wrong spelling of name, etc. Any corrections must also be reported in the remarks section of the tournament report form (T-109).
    - (4) Add new members or foreign association members to the bottom of the list, including their State, Zip (or country, if foreign), Date of Birth, and Sex. Provide estimated rating if possible.
  - b. If you make your own player list, the list must include the USATT membership number, last name, first name, rating, state, ZIP, sex, date of birth for new or renewing members, and membership expiration date.

2. To code the draw sheets:

Check your (highlighted) Participating Players List. If two or more players have the same LAST NAME or to clarify any name issues, write their USATT membership ID# on the first round of **EVERY EVENT** in which they play. This will help us greatly if we have any questions concerning a player. **Record all scores for matches involving UNRATED PLAYERS. Give an estimated rating for all unrated players.**

3. The rating fee is \$7.00 per player for any sanctioned tournament from zero- through four-star except the North American Teams Open and the US Open Teams, which are \$9.00 per player.

4. Mail as soon as possible after the tournament the following:

To: North American Table Tennis, Attn: Mary - Rating Processing, 550 Doral Ct, Arnold MD 21012.

- The Player/Entry list or highlighted Rating list indicating estimated ratings for unrated players. This must include USATT ID numbers for each participant who already has an assigned USATT ID.
- A copy of the completed Tournament Report form (T-109)
- A copy of the entry blank
- The **ORIGINALS** of the draw sheets/match slips or disk/s. (Do not include events which are not eligible for ratings.)

(Note: The above does not apply when submitting electronic results. Email electronic results to: [ratings@natabletennis.com](mailto:ratings@natabletennis.com), [fhsu@natabletennis.com](mailto:fhsu@natabletennis.com) and [ratings@usatt.org](mailto:ratings@usatt.org)) To:

USA Table Tennis, 1 Olympic Plaza, Colorado Springs, CO 80909-5769

- The completed Tournament Report Form (T-109)
- A copy of the entry blank
- Player entry list
- White copy of the Membership Application Forms
- Individually signed Waiver of Liability forms
- A check for rating and membership fees payable to USA Table Tennis

5. As per the chart below, the following penalty fees must be included with the Tournament Report: **Postmarked**
  - later than 14 days after the last day of the tournament \$100**
  - later than 21 days (three weeks) \$200**
  - later than 28 days (four weeks) \$300**

**Submission of Tournament Reports postmarked later than five weeks (35 days) after the last day of the tournament will not be accepted, and the results will not be processed. The sponsoring club will be reported to the disciplinary committee for additional action.**