

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).*
- Statement: *Current USATT rating system will be used for the purpose of conducting all draws with the possible exception of hardbat events. For players who do not have a USATT rating, an estimated USATT rating will be given based on a recommendation by a coach who knows the player or by visual evaluation of the player by a coach, whenever possible.*
- Clothing: Reference the USATT Dress Code
- List of events/entry fees, and a statement that events with insufficient entries may be cancelled and fees refunded. Should also include the statement that if a rating event is cancelled, 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
- 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 number and expiration date
- Space to apply for membership - Correct fees should be listed
- Player's Home Club
- Players' 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