



## STATE CHAMPIONSHIPS REGULATIONS

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<b>1.</b>	<b>Introduction .....</b>	<b>4</b>
1.1.	Operations Manual Document Process .....	4
1.2.	Purpose of the Operations Manual .....	4
1.3.	Amendments to Operations Manual.....	4
<b>2.</b>	<b>Responsibilities of Table Tennis Queensland.....</b>	<b>5</b>
2.1.	Overall Responsibility .....	5
2.2.	Organising Committee .....	5
2.3.	Naming Rights Sponsorship .....	5
2.4.	Championship Roster .....	5
2.5.	Tournament Referee .....	5
2.6.	Perpetual Trophies .....	6
2.7.	Servicing Sponsors.....	7
2.8.	Entry Forms.....	7
2.9.	Collation of Entry Forms and Collection of Championship Entry Fees .....	7
2.10.	Confirmation of Players Nominating for Queensland Team Selection .....	8
2.11.	State Championship Program.....	8
2.12.	Results on TTQ Website.....	8
2.13.	Medals & Perpetual Trophies.....	8
2.14.	Amendments to TTQ Responsibilities .....	8
<b>3.</b>	<b>Responsibilities of the Table Tennis Queensland Event Organisers .....</b>	<b>9</b>
3.1.	State Championship Venue & Timetabling.....	9
3.2.	State Selection Panel .....	9
3.3.	Accommodation.....	9
3.4.	Timescales for Entries .....	9
3.5.	Entry Fees .....	10
3.6.	Player Eligibility .....	10
3.7.	State Championship Seeding .....	10
3.8.	Prize Money .....	10
3.9.	Balls .....	10
3.10.	Medals.....	10
3.11.	Perpetual Trophies .....	11



3.12.	State Championship Office .....	11
3.13.	Championship Paperwork.....	11
3.14.	Practice Requirements .....	11
3.15.	Umpires .....	11
3.16.	Managers' Meeting .....	11
3.17.	First Aid .....	11
3.18.	Opening and Closing Ceremony.....	12
3.19.	Results .....	12
3.20.	Results Book .....	12
3.21.	Order of Merit .....	12
3.22.	Amendments to the Organising Committee Responsibilities .....	12
<b>4.</b>	<b>Responsibilities of the State Selection Panel.....</b>	<b>13</b>
4.1.	Seeding .....	13
4.2.	Order of Merit & State Team Selections .....	13
4.3.	President's Shield Winners and Allan Clarke Incentive Shield .....	13
<b>5.</b>	<b>Responsibilities of the Referee .....</b>	<b>13</b>
5.1.	Overall Responsibilities .....	13
5.2.	Draw.....	13
5.3.	Composite Teams .....	13
<b>6.</b>	<b>Responsibilities of Competing Associations .....</b>	<b>14</b>
6.1.	Team and Individual Entry Forms and Nominations for Separation.....	14
6.2.	Entry Fees.....	14
6.3.	Team Managers .....	14
6.4.	Uniforms.....	14
6.5.	Composite Team Nominations.....	14
<b>7.</b>	<b>Format of the Competition.....</b>	<b>14</b>
7.1.	General .....	14
7.2.	Two Person Teams Matches .....	15
7.3.	Three Person Teams Matches.....	15
7.4.	Events .....	15
<b>8.</b>	<b>Player Eligibility.....</b>	<b>17</b>
8.1.	Member Organisation Eligibility .....	17
8.2.	Player Eligibility – Individual Events.....	17
8.3.	Player Eligibility – Member Organisation Teams.....	17
8.4.	Player Eligibility – Composite Teams.....	17



8.5. State Team Nomination Process ..... 17

**9. Process Charts ..... 18**

9.1. Entry Process ..... 18

9.2. Draw Process ..... 19

9.3. Results Process..... 19

**10. Checklists ..... 20**

10.1. TTQ Responsibilities ..... 20

## 1. INTRODUCTION

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### 1.1. Operations Manual Document Process

The Table Tennis Queensland State Championships Operations Manual applies to Junior, Senior and Veteran State Championships. This manual is based on the Table Tennis Queensland By-Laws March 2006, taking into account feedback from Championship Organising Committees, Referees and others. The Manual has been updated as follows:

- Amendment 1 – 15 November 2008
- Amendment 2 – January 2010
- Amendment 3 – December 2010
- Amendment 4 – November 2012
- Amendment 5 – March 2013
- Amendment 6 – May 2016

### 1.2. Purpose of the Operations Manual

The purpose of this Operations Manual is to ensure that Table Tennis Queensland State Championships are conducted in a consistent and efficient manner from year to year, in accordance with the Table Tennis Queensland By-Laws.

The Operations Manual clearly outlines the requirements and responsibilities for each of the following groups associated with State Championships:

- Table Tennis Queensland (TTQ)
- TTQ Member Organisations
- Championship Officials
- Competing Teams & Individuals

This document should be read in conjunction with **Section 2 and Section 3 of the ITTF Handbook**.

### 1.3. Amendments to Operations Manual

This Operations Manual is subject to alterations and amendments by Table Tennis Queensland as required.



## **2. RESPONSIBILITIES OF TABLE TENNIS QUEENSLAND**

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### **2.1. Overall Responsibility**

Table Tennis Queensland has the overall responsibility to deliver quality State Championships.

### **2.2. Organising Committee**

TTQ shall organise all aspects of the State Championships. The TTQ Executive Officer shall liaise with the Tournament Referee, representatives from the local venue, and any other interested members of TTQ.

### **2.3. Naming Rights Sponsorship**

TTQ shall nominate naming rights for State Championships where sponsorships with TTQ are already in existence. TTQ shall approve naming rights for a State Championship in other circumstances.

### **2.4. Championship Roster**

TTQ will endeavour that the venue of nominated State Championship shall rotate between North and South Queensland in the following order. However in exceptional circumstances the Board retains the discretionary ability to alter the rotation:

#### Senior State Open Championship

Even numbered years    North Queensland  
Odd numbered years     South Queensland

#### Senior State Closed Championship

Even numbered years    South Queensland  
Odd numbered years     North Queensland

#### Veteran State Championship

Even numbered years    North Queensland  
Odd numbered years     South Queensland

#### Junior State Championship

Even numbered years    South Queensland  
Odd numbered years     North Queensland

TTQ shall call for Applications from Member Organisations to be the host venue for State Championships in the year preceding the next State Championship. If there are no nominations received for a State Championship the TTQ Board of Management may determine a venue as it sees fit.

**Note:** For the purposes of the rotation as noted above, North Queensland constitutes all member clubs and associations north of and including Rockhampton. South Queensland is defined as all member clubs and associations south of Rockhampton.

### **2.5. Tournament Referee**

TTQ reserves the right to approve the appointment of the tournament referee and deputy referee(s). The Referee shall, at least, be a currently accredited State Umpire, be registered with TTQ and ideally have a minimum State Referee Accreditation.

TTQ will reimburse the appointed Tournament Referee for all travel cost between \$30 and \$200. If travel costs are less than \$30 the Tournament Referee will be paid a flat fee of \$30.

Reimbursements will only be paid upon submission of valid receipts (amounts over \$30) or an invoice (amounts under \$30).

## **2.6. Perpetual Trophies**

TTQ will supply perpetual trophies, cups or shields for the following events:

### Junior State Championship

- U13 Boys Teams Winner
- U13 Girls Teams Winner
- U15 Boys Teams Winner
- U15 Girls Teams Winner
- U18 Boys Teams Winner
- U18 Girls Teams Winner
- President's Shield (Presented by Mick McShane)
- Allan Clarke Incentive Trophy

### Senior State Closed Championship

- Men's Teams Winner
- Women's Teams Winner
- Men's Singles Winner
- Women's Singles Winner
- President's Shield (Presented by Mick McShane)

### Senior State Open Championship

- Men's Singles Winner
- Women's Singles Winner
- Under 21 Men's Singles Winner
- Under 21 Women's Singles Winner

### Veteran State Championship

- Russell Bond Memorial Shield - O40 Champion trophy
- President's Shield (Presented by Trevor Barrett)
- Over 40 Men's Teams Winner
- Over 40 Women's Teams Winner
- Over 50 Men's Teams Winner
- Over 50 Women's Teams Winner
- Over 60 Men's Teams Winner
- Over 60 Women's Teams Winner
- Over 70 Teams Winner (Men and Women Combined Trophy)

All perpetual trophies, cups or shields shall be retained in the TTQ office except for the duration of, and transit to and from, the relevant State Championship. All costs involved in the transportation of the perpetual trophies are the responsibility of TTQ.

The TTQ Board of Management may, at its discretion, accept offers of perpetual trophies. In principle perpetual trophies should be named in honour of persons who have given great service to the sport of table tennis.

At the conclusion of each championship the perpetual trophies shall be returned to TTQ. TTQ will arrange for the engraving of the perpetual trophies.

## 2.7. Servicing Sponsors

It is the responsibility of TTQ to servicing sponsors requirements. Servicing may include erecting State Sponsor signage at the State Championship Venue and acknowledgements in the program and presentation ceremony. Where a sponsor attends a State Championship, TTQ will be responsible for ensuring all necessary protocol and hospitality.

## 2.8. Entry Forms

TTQ will produce the Entry Information Form in conjunction with the officials of the event. This may be in an online format.

All individual and teams entries are to be completed via the TTQ online registration system for applicable events.

TTQ will distribute to all TTQ member organisations by no later than 60 days prior to the State Championship, the following:

- State Championship Individual Entry Information Form
- State Championship Teams Entry Information Form
- Nomination for Separation Form

The State Championship Individual Entry Form shall have the following features as a minimum:

- Provision for the individual competitor to sign verifying their TTQ membership level, age and eligibility status. Online signature approval accepted.
- The State Championship Referee and Deputy Referee's names.
- A list of all individual events compulsory for that State Championship
- The cost for each event
- The closing date for entries (to be no later than 25 days prior to the scheduled start date for the championship).
- Conditions of the tournament
- Details on how to enter
- Availability for selection for Qld Team

The State Championship Team Entry Form shall have the following features as a minimum:

- A list of all team events compulsory for that State Championship
- Provision for the secretary (or other nominated representative) of the Association to verify the players and teams' eligibility to compete.
- State clearly the cost for team fees.
- State clearly the closing date for entries (to be no later than 25 days prior to the scheduled start date for the championship) and details on how to submit the form.
- Provision for the name and contact details of the team manager
- State clearly the name of the captain of each team (playing or non playing)

The Queensland Team Nomination Form shall be completed via the online registration system.

Both Individual and Team Entry Forms must state clearly the closing date for entries, which must be no later than 20 days prior to the commencement of the State Championship.

## 2.9 Collation of Entry Forms and Collection of Championship Entry Fees

TTQ will collate the entry forms received from member organisations and individuals and forward to the relevant selectors a list of entries within 2 days of the closing date for entries. TTQ will collect all entry fees.

## **2.10 Confirmation of Player and Team Eligibility**

TTQ will confirm all players' eligibility, within two working days of the close of entries for the championships.

### **2.11. Confirmation of Players Nominating for Queensland Team Selection**

Upon receipt of nominations for Queensland selection, TTQ shall check that the players meet the Eligibility Criteria as outlined in Section 5 of the Selection Policy. TTQ shall supply a list of eligible players to the selectors for consideration for selection.

### **2.12. State Championship Program**

TTQ will produce the State Championships Program for each event, which will consist of the following as a minimum:

- TTQ President's Message
- Previous State Championship winners
- TTQ logos
- Any sponsor logos
- Any other information as TTQ deems appropriate

### **2.13. Results on TTQ Website**

At the end of each day of competition TTQ shall ensure that the results of the day's play are available on the TTQ website.

### **2.14. Medals & Perpetual Trophies**

TTQ shall provide special State Championships Medals for presentation as follows:

- Gold - Winners of team events
- Silver - Runners-up of team events
- Bronze - Third placed teams in team events
- Gold - Winners of singles and doubles events
- Silver - Runners-up of singles and doubles events
- Bronze - Losing semi-finalists in singles and doubles events

### **2.15. Amendments to TTQ Responsibilities**

The responsibilities of TTQ may be amended from time to time according to Board of Management meeting resolutions.



### 3. RESPONSIBILITIES OF THE ORGANISING COMMITTEE

#### 3.1. State Championship Venue & Timetabling

The Organising Committee must provide a suitable venue for all matches for the State Championship. The following minimum standards are preferred:

Senior Teams	Juniors	Veterans
6 tables Toilets Changing Facilities Canteen Facilities Over 4 days Teams (days 1-4)	20 tables Toilets Changing Facilities Canteen Facilities Over 4 days Teams (days 1-3) Individual Events (Days 1-4)	8 tables Toilets Changing Facilities Canteen Facilities Over 4 days Doubles (day 1 – evening) Teams (day 2-4) Singles (day 2-4)
<b>Senior Open</b> 8 tables Toilets Changing Facilities Canteen Facilities Over 2 days		

All tables should be in one venue; if however the venue is split, special permission must be granted by TTQ before the venue. All playing areas are to be set up in accordance with Section 2 and Section 3 of the ITTF Handbook.

Where no applications are received from a Member Organisation that meets the minimum requirements, Member Organisations that don't meet the preferred minimum requirements can apply to be host venue for a state championship but must satisfy TTQ of their ability to successfully host the relevant Championships within expectations.

#### 3.2. State Selection Panel

TTQ shall nominate a suitable person to be the Chair of the relevant State Selection Panel by the TTQ AGM in the year of the Championships.

#### 3.3. Accommodation

TTQ and the local association shall be responsible for providing information regarding suitable accommodation, proximity to the venue and approximate cost for competing teams. However, it is the responsibility of the individual Clubs and players to book and pay for their own accommodation.

#### 3.4. Timescales for Entries

Action	Days Prior	Who To
Draft Individual and Team Entry Forms to be approved	67	TTQ
Approved Entry Forms distributed	60	Associations
Entries Close	25	TTQ
List of teams & competitors in each event	25	Selectors & Org. Comm.
List of teams & competitors and seedings in each event	18	Referees

### 3.5. Entry Fees

TTQ Member Organisations, at the AGM of the year preceding that in which the State Championship is to be conducted, will set the team entry fee. TTQ will set the individual entry fee.

### 3.6. Player Eligibility

Before the draw is completed the eligibility of all players entering the State Championship must be verified by TTQ.

### 3.7. State Championship Seeding

The Selection Panel shall meet by phone or in person to complete final seeding. Selectors shall not be involved in seeding any event in which they or a close family member are competing.

### 3.8. Prize Money

TTQ and the host organisation of the Senior Open & Closed Championships shall provide a cash prize fund not less than the following:

Winner	\$300;
Runner-up	\$100;
Losing Semi-finalist x 2	\$50;

In the Men's and Women's singles events. Any further prize money is at the discretion of TTQ.

### 3.9. Balls

The balls used for the Championships shall be of at least 3 star standard of a type approved by the ITTF. The entry form shall include the ball colour on the Team and Individual Entry Forms.

### 3.10. Medals

State medals shall be given out at the closing ceremony as follows:

- Gold - Winners of team events
- Silver - Runners-up of team events
- Bronze - Third placed teams in team events
- Gold - Winners of singles and doubles events
- Silver - Runners-up of singles and doubles events
- Bronze - Losing semi-finalists in singles and doubles events

Medals shall be awarded subject to the following requirements:

Teams Events		Singles and Doubles Events	
No of Teams	Medals	No of Players/Pairs	Medals
2	Gold	2	Gold
3	Gold and Silver	3	Gold and Silver*
4+	Gold, Silver & Bronze	4	Gold, Silver & 1 Bronze*
		5+	Gold, Silver & 2 Bronze*
* In addition to the above, individuals (pairs in doubles) must have won a minimum of one match in the relevant event to qualify for a medal.			

Consolation events, where offered, are not eligible for State medals.

In the event of a composite team coming first, second or third in a team (or equivalent) event they shall be awarded the relevant medals.

### **3.11. Perpetual Trophies**

#### Team Events

In the event that a composite team finishes first in a team (or equivalent) event, the composite team shall not receive the perpetual trophy or title of State Champions. The title of State Champions (and the perpetual trophy) shall be awarded to the best placed team, excluding composite teams. The title of State Champions (and perpetual trophy) shall only be awarded in events with at least two teams from member organisations, excluding composite or president's teams.

### **3.12. State Championship Office**

A State Championship office shall be located at the venue and shall have a telephone, photocopier and computer with internet access.

### **3.13. Championship Paperwork**

TTQ Committee is responsible for the production of all championships paperwork, including match sheets for all matches. Paperwork should be ready prior to the commencement of each session of play as a minimum. However it is recommended that all paperwork is ready prior to the commencement of the championships.

### **3.14. Practice Requirements**

The playing venue shall ideally be available for practice the day before the State Championships commence.

### **3.15. Umpires**

TTQ and the local association shall attempt to provide accredited umpires for all finals and semi-finals. Umpires will be given hospitality during the days that they are working, but will not be entitled to remuneration or other expenses, unless agreed in advance with the organising committee.

### **3.16. Managers' Meeting**

A meeting of all team managers shall be held immediately preceding the commencement of the State Championship. The purpose of this meeting shall be for:

- Confirmation of teams
- Notification of any changes to teams
- Notification of any changes to the draw

The Chair of the Organising Committee shall chair the meeting.

### **3.17. First Aid**

The Organising Committee shall ensure that it has the following with regard to first aid:

- A person trained in first aid and resuscitation
- A first aid kit and ice / cold pack
- An clearly visible designated first aid area

### **3.18. Opening and Closing Ceremony**

The Organising Committee shall conduct a Closing Ceremony that shall consist of:

- Presentation of team perpetual trophies
- Presentation of team and individual medallions / trophies
- Announcement of the Order of Merit
- Announcement of State teams, where finalised
- The President and Board Members of TTQ (where present and willing) should be asked to present some of the event medals

Conducting an opening ceremony is not compulsory and is at the discretion of TTQ.

### **3.19. Results**

TTQ is responsible for forwarding the results of every game played within 24 hours of the end of each day's competition, in electronic format, for posting on the TTQ website. Final results should be supplied within three days of the end of the championship.

### **3.20. Results Book**

TTQ shall produce a Results Book within two weeks of the Championships that details the following:

- Dates and location of Championship
- Referee and Deputy Referee
- Results of all matches
- Order of Merit
- Updated Title Holders list

TTQ shall send the Results Book to all member associations and posted on the TTQ website.

### **3.21. Order of Merit**

TTQ shall ensure that at the completion of the State Championship both a male and female Order of Merit list containing up to ten names in each category is announced.

### **3.22. Amendments to the TTQ Event Organisers Responsibilities**

TTQ event organisers are encouraged to provide feedback at the end of the State Championship regarding their responsibilities. This can include surveys to event competitors.

## 4. RESPONSIBILITIES OF THE STATE SELECTION PANEL

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### 4.1. Seeding

The appropriate State Selection Panel will be supplied with the entry details 18 days prior to the start of competition. The State Selection Panel will provide a list of seeds for each event 14 days prior to the start of competition.

### 4.2. Order of Merit & State Team Selections

- a) The Junior, Senior & Youths State Selection Panel Chairman on behalf of the Selection Panel will announce the Order of Merit, and A teams nominations, where finalised (subject to ratification of the TTQ Board) at the closing ceremony. The Panel will provide the Organising Committee with an Order of Merit and State Team Selections. This information should be forwarded to TTQ within two days of the end of the competition.
- b) The Veterans State Selection Panel Chairman on behalf of the Selection Panel will announce the Order of Merit, A, B, C team & Presidents nominations, where finalised (subject to ratification of the TTQ Board) at the closing ceremony. The Panel will provide the Organising Committee with an Order of Merit and State Team Selections. This information should be forwarded to TTQ within two days of the end of the competition.

### 4.3. President's Shield Winners and Allan Clarke Incentive Shield

The appropriate State Selection Panel shall, in consultation with the Tournament Referee, determine Player of the Tournament; the winner of the President's Shield. The Junior Selection Panel shall name the winner of the Allan Clarke Incentive Shield, the "best and fairest" player competing for the first time in the State Junior Championships.

## 5. RESPONSIBILITIES OF THE REFEREE

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### 5.1. Overall Responsibilities

The Referee is responsible for all aspects of the competition as outlined in the ITTF Regulations for International Competitions.

### 5.2. Draw

The referee is responsible for the conduct of the draw. However the referee may delegate this part or all of this responsibility to the deputy referee or another responsible official.

The referee shall ensure that the players listed by the competing Association on the Nomination for Separation form are placed in different halves or quarters of the draw. Zermelo, which automates this process and separates by rating may be used.

Following the final approval of the draw by the referee, a copy shall be sent to TTQ no later than 7 days prior to the commencement of the State Championship and TTQ will distribute the draw to the following:

- Deputy Referee
- All member associations
- The manager of each team

A copy of the draw will also be posted on the TTQ Website no later than 5 days prior to the commencement of the State Championship.

### 5.3. Composite Teams

The Selectors will allocate players nominated for composite teams into one or more teams of a similar standard.

## **6. RESPONSIBILITIES OF COMPETING ASSOCIATIONS**

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### **6.1. Team and Individual Entry Forms and Nominations for Separation**

Upon receipt of entry forms the Association shall distribute individual entry forms to all interested players and proceed to select the teams to represent their association.

The Association shall ensure the team entry forms are completed fully by the Association Secretary and submitted via the online registration system by the closing date. Individual players should complete the online registration process for individual events and State Team Nomination by the relevant closing date.

When forwarding entries, each competing Association shall supply TTQ with separation lists for their players listing up to four names in singles and two pairs in doubles using the Nomination for Separation Form. These players shall be placed in different halves or quarters of the draw as the case may be.

It is important that Associations and Individuals enter by the closing date for the championships so as not to impact upon timescales to seed players and produce the draw.

### **6.2. Entry Fees**

Correct entry fees must accompany the entry forms, including individual entry fees.

### **6.3. Team Managers**

Each Association shall appoint a team manager for the duration of the State Championship. The name and contact details of the team manager shall be included on the Team Entry Form.

### **6.4. Uniforms**

All member clubs are required to wear their club uniform during team matches. All other matters concerning uniforms are covered by ITTF handbook.

### **6.5. Composite Team Nominations**

Players cannot enter a State Championships as a prearranged composite team. Players from associations which have one or more players who do not constitute a full team may nominate these players for inclusion in the event in a composite team. Composite teams will then be formed as per rule 5.2.

## **7. FORMAT OF THE COMPETITION**

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### **7.1. General**

All Queensland Championships will be held according to the current ITTF Laws of Table Tennis.

- The men's singles and women's singles will be the best of 7 games (in the knock-out) and all other events the best of 5 games
- Any event for which less than four entries (singles) and two entries (doubles) are received may at the discretion of the Organising Committee be cancelled. All entrants in such event shall be notified of cancellation at least 7 days prior to the Championship commencement.
- Entries shall be restricted to three teams per association per division, male or female. However, where an event is oversubscribed, A teams will be prioritised over B teams and B teams will be prioritised over C teams.
- In Veterans and Junior Events, players will be limited to entering two sequential age groups.

- In the event of a tie between two or more teams for the right to be known as the winner, the relative positions shall be determined by the ITTF Regulations for International Competitions.
- Any changes to the composition of teams shall be at the discretion of the Managers' Meeting at the tournament.
- Entry forms shall provide for the naming of five players to represent the competing association in each event, with provision for one additional player to be named as a reserve. The reserve may replace one of the five no later than the managers' meeting prior to commencement of the tournament.
- All matches in team (or equivalent) events will be best of five games.
- Teams events will generally be Two Person Teams. Three person teams may be used subject to a minimum of five association teams with at least three players.

### 7.2. Two Person Teams Matches

Team matches shall consist of two singles matches followed by two cross singles matches followed by a doubles match. All five matches will generally be played.

### 7.3. Three Person Teams Matches

Team matches shall consist of nine singles matches, using the ABC/XYZ format. All nine matches will generally be played.

### 7.4. Events

The program shall consist of at least these events, subject to reasonable numbers of nominations:

#### Junior Closed

<b>Under 18:</b>	Boys' Teams	Girls' Teams	Boys' Singles	Girls' Singles	Boys' Doubles	Girls' Doubles	Mixed Doubles
<b>Under 15:</b>	Boys' Teams	Girls' Teams	Boys' Singles	Girls' Singles	Boys' Doubles	Girls' Doubles	Mixed Doubles
<b>Under 13:</b>	Boys' Teams	Girls' Teams	Boys' Singles	Girls' Singles	Boys' Doubles	Girls' Doubles	Mixed Doubles
<b>Under 11:</b>	Boys' Teams	Girls' Teams	Boys' Singles	Girls' Singles	Boys' Doubles	Girls' Doubles	Mixed Doubles

#### Senior Open

<b>Open:</b>	Men's Singles	Women's Singles	Men's Doubles	Women's Doubles	Mixed Doubles
<b>Under 21:</b>	U21 Men's Singles	U21 Women's Singles			



**Senior Closed Teams**

<b>Open:</b>	Men's Teams	Women's Teams	Men's Singles	Women's Singles	Men's Doubles	Women's Doubles	Mixed Doubles
	Men's Consolation Singles	Women's Consolation Singles					
<b>Under 21:</b>	Men's Singles	Women's Singles					

**Veteran Closed**

<b>Over 30:</b>	Men's Teams	Women's Teams	Men's Singles	Women's Singles	Men's Doubles	Women's Doubles	Mixed Doubles
<b>Over 40:</b>	Men's Teams	Women's Teams	Men's Singles	Women's Singles	Men's Doubles	Women's Doubles	Mixed Doubles
<b>Over 50:</b>	Men's Teams	Women's Teams	Men's Singles	Women's Singles	Men's Doubles	Women's Doubles	Mixed Doubles
<b>Over 60:</b>	Men's Teams	Women's Teams	Men's Singles	Women's Singles	Men's Doubles	Women's Doubles	Mixed Doubles
<b>Over 70:</b>	Men's Teams	Women's Teams	Men's Singles	Women's Singles	Men's Doubles	Women's Doubles	Mixed Doubles
<b>Over 75:</b>	Men's Teams	Women's Teams	Men's Singles	Women's Singles	Men's Doubles	Women's Doubles	Mixed Doubles
<b>Over 80:</b>	Men's Teams	Women's Teams	Men's Singles	Women's Singles	Men's Doubles	Women's Doubles	Mixed Doubles

In addition to the above noted events, Organising Committees may also choose to offer additional events including those for Athletes with a Disability where appropriate.



## 8. PLAYER ELIGIBILITY

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### 8.1. Member Organisation Eligibility

To be eligible to field teams in any Queensland Closed Championships a member organisation must have a current affiliation at the time of the closing date for entries for the championships.

### 8.2. Player Eligibility – Individual Events

In order to compete in the singles or doubles events at Queensland Closed Championships players must meet all of the following criteria:

1. All players must be club level members of TTQ.
2. Where relevant, players must meet any age requirements for the specific events. Proof of age may be requested prior to the commencement of the event.

In order to compete in singles or doubles events at Queensland Open championships players must meet all of the following criteria:

1. International players must be participant level members of ITTF Recognised National Associations. Interstate players must be participant members of their TTA recognised State Body. TTQ Members must be club level members of TTQ.
2. Where relevant, players must meet any age requirements for the specific events. Proof of age may be requested prior to the commencement of the event.

### 8.3. Player Eligibility – Member Organisation Teams

In order to represent a member organisation in team events at Queensland Closed Championships players must meet the eligibility requirements to play in singles and doubles events as noted above and:

1. Players must be a registered member of TTQ through the member organisation that they wish to represent.
2. Players must not have represented any other member organisation in team events at any other Queensland Championships event in the same calendar year as the championships.

### 8.4. Player Eligibility – Composite Teams

In order to compete as part of a composite team in team events at Queensland Closed Championships players must meet the eligibility requirements to play in singles and doubles events as noted above. In addition, players must be nominated for a composite team by the member organisation through which they are a member of TTQ.

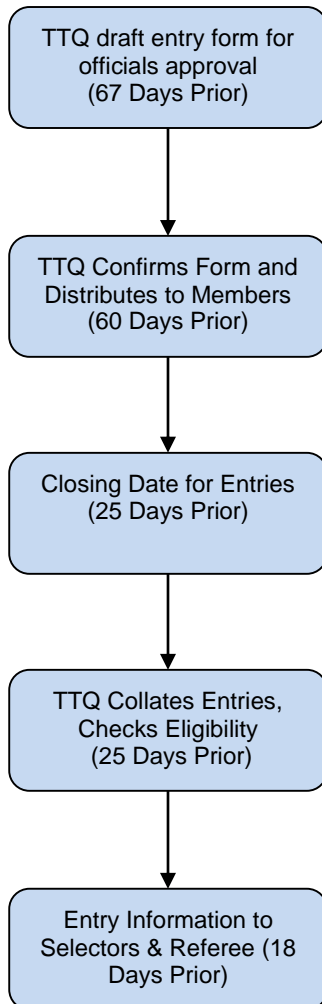
### 8.5. State Team Nomination Process

Players shall complete and submit the online Queensland Team Nomination Form by the advertised closing date. It is the responsibility of the individual player to submit this form.

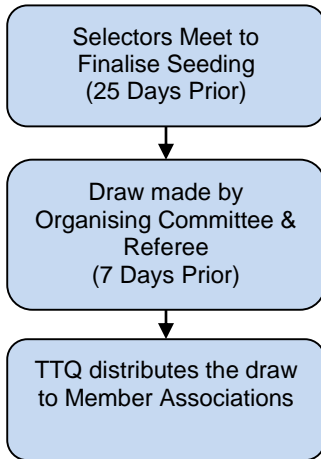
## 9. PROCESS CHARTS

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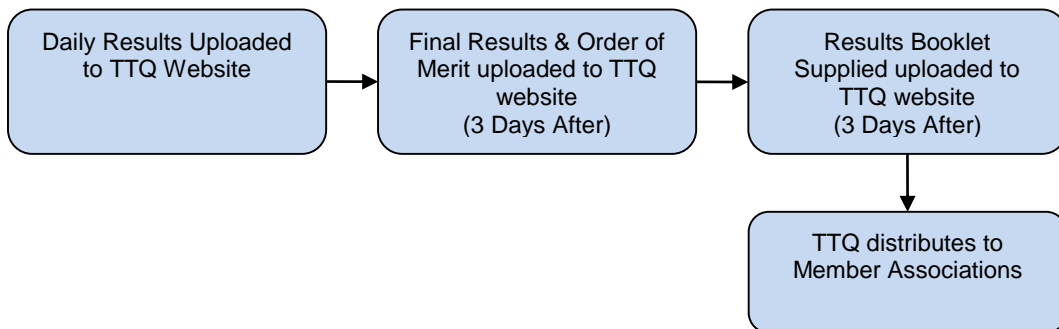
### 9.1. Entry Process



### 9.2. Draw Process



### 9.3. Results Process



## 10. CHECKLISTS

### 10.1. TTQ Responsibilities

Task	Due Date	Complete
Issue Expression of Interest Forms to Member Clubs	October of Previous Year	
TTQ Board Confirm Venue	November of Previous Year	
Order Medals as required	February	
Order Medal Stickers 14 Days Prior	February	
Appoint Chair of the relevant Selection Panel	TTQ AGM	
Appoint Referee	90 Days Prior	
Draft Entry Form for Officials approval	67 Days Prior	
Confirm Entry Form and Distribute to Member Clubs	60 Days Prior	
Confirm Entries and Forward to Selectors & Referee	25 Days Prior	
Referee prepare draw	18 Days Prior	
Distribute Draw to Participants	7 Days Prior	
Arrange Balls	Prior to Championships	
Arrange Umpires	Prior to Championships	
Arrange First Aid cover	Prior to Championships	
Collect Perpetual Trophies and Medals from TTQ	Prior to Championships	
Results to website	Daily During Championships	
Final Results	3 Days After Championships	
Results Book	3 Days After	
TTQ to invoice clubs for teams	After Completion of Event	