

TTW Competition Procedure

Season 2025 – 2026



Step 1 - Submit a Competition Request Form

To obtain a Competitions Request Form, download the form by visiting (Insert Link)
Once the form has been completed, it must be submitted to competition@tabletennis.wales
Table Tennis Wales Competition Committee will review the application. An event should be requested a minimum of 8 weeks before the event start date. On approval Table Tennis Wales will allocate the event to the Table Tennis Wales calendar. Confirmation will be sent back to the event organisers.

Step 2 – Competition Entry Approval

Once the event has been approved a competition entry form will be supplied to TTW by the competition organiser. TTW will approve and ensure the entry form is an editable PDF document. TTW to send all relevant documents to organiser to collect for the event.

Step 3 - Promotion of Event

The competition will be broadcasted on Table Tennis Wales website for participants to enter the event. The event shall actively be promoted by the club or organisation on social media/website channels. Table Tennis Wales will promote the event on social media channels and via a Campaign Manager to all competitive members of TTW. Communications will be sent out by TTW on the announcement of the competition, followed by a communication of 1 week until deadline of the competition.

Step 4 – Submission of Entry

An entry collection sheet shall be provided by TTW for the organisers to collect entries. After the closing date, which should be 2 weeks before the event, the organisers must submit the entry collection sheet to TTW to ensure all members hold a valid competitive membership. TTW will approve this within 2 working days. Any competitors without a valid membership shall be contacted by the organisers to request them to purchase a valid competitive membership. No competitor shall be allowed to compete without holding a valid competitive membership.

Step 5 – Seedings and Draw

The competition organisers will complete the draw for the event and shall follow the TTW Seedings and Draws Procedure. The draw shall be completed and sent to competitions@tabletennis.wales for approval at least 1 week before the event. TTW will approve and promote the competition draw on TTW website.

Step 6 – Delivery and Collection of Results

The competition organiser should ensure that all results are captured correctly. The competition organiser must ensure all results are accurate and should record them in paper and digital form. Table Tennis Wales requires full results from each game and recorded in digital format.

Step 7 – Submission of Results

All competition results should be sent to competitions@tabletennis.wales within 7 days of the competition, along with the submission of a complete ranking levy form and payment for ranking levy fees and single competitions fees if applicable. If applicable, a full conduct report must also be sent in the form of CRF1.

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Step 8 – Awarding of Ranking Points

Once TTW have received competitions results and ranking levy fees have been paid to TTW, Ranking Points will be allocated to the next month's ranking list. The cut-off date for receiving results will be last Friday of each month. After this date the ranking points will be allocated in the following months list.

Step 9 – Results Achieved

Table Tennis Wales will store all results securely. Table Tennis Wales will use the entry numbers from the results provided to keep for recorded figures. Any misconduct reports will be kept on record, with sanctioning points being recorded and stored.