

**To whom it concerns**

**The Table Tennis Ireland Events Committee would like to invite Expressions of Interest (EOI’s) to run a ranking event in lieu of the Connacht Open which unfortunately was unable to go ahead.**

**All we ask is for your Branch, Club, Organising Committee to fill in the form with as much detail as you can by Monday 19th February.**

**The aim is to get this event in the diary by the end of the season. The events committee will consider all EOI’s and may come back with requests for further clarification or additional information.**

**Please return the EOI to** [**membership@tabletennisireland.ie**](mailto:membership@tabletennisireland.ie) **by the 19th February 2024.**

**Many thanks**

**The Events Committee**

**Expression of interest form for the sanctioning of Ranking Event**

Under the following headings please explain how you intend to run the event and what if any alternative arrangements you need to arrange if outside the scope of what would normally be required. The aim of this form is to gather expressions of interest with a view to further discussions taking place once received. The list below is not exhaustive – please add in as much detail as you see fit to best describe your event.

**Name of Club/Branch/organising Group:**

**Main contact for the EOI:**

**Phone Number:**

**E mail address:**

|  |  |
| --- | --- |
| **Considerations** | **Comments /Links** |
| When considering the venue please think about the following (the bullet points below are just an idea of what you need to consider).   * Does the venue have adequate access and car parking with wheelchair/disability access? * How many tables can you fit in? * Where is the venue located (Town, Province)? How many days will you need at the venue and have the costs been agreed? |  |
| The venue's size must be well proportioned and able to support at least 16 tables, if possible, with specified court areas of 11m x 6m for Seniors and 9.5m x 4.5m for Juniors. |  |
| Normally a Minimum of 16 tables is required for joint Junior/Senior event and must be to ITTF standards. Do you have enough tables? If not, how will you manage? E.g., borrow from another club. |  |
| Do you have sufficient barriers? |  |
| Is the flooring smooth and level? Non-slip flooring is required. Gerflor, Solid wooden or semi-sprung floors are preferential. |  |
| Is there Uniform lighting? Normally a minimum of 450 LUX - over the whole of the playing area is essential provided by lighting at a minimum height of 3m (10ft) above the floor. |  |
| No direct sunlight should be permitted at any time during the day. However, if this is a problem have you an approach to mitigate the sunlight. |  |
| Where possible, walls should be non-reflective with a dark colour up to a height of at least 2.5m (8 ft) – otherwise a non-white ball maybe required. |  |
| Heating should ideally be a room temperature of 15-20 degrees Celsius. |  |
| The spectators viewing areas should be for about 40 people. |  |
| What Catering Facilities (if any) are available on site? Catering Facilities could include snacks, sandwiches, teas, coffees and water. |  |
| Do you have access to toilets and Changing Facilities for men, women and 1 wheelchair accessible unit. |  |
| Do you have access to the following PA System, Top Table, Power Points (x3), Umpires Tables + Chairs (x22), Scoreboards (x22)? |  |
| Do you have an Event Management Plan /Risk assessment? |  |
| Date of proposed event (if you have a couple of dates in mind, please list them here) |  |
| How much do you intend to charge as entry fees? |  |
| What (if any) sponsorship do you have secured and from whom? |  |
| Other income potential income |  |
| Cost of the officials? |  |
| Has the hire of the venue been secured? |  |
| Do you intend to live stream? |  |
| Are you offering cash prizes? If so, what are they? |  |

**Using the form below please show all projected income and expenditure for the event.**

**Projected Statement of Income & Expenditure**

**Income**  **€**

Entry fees received from TTI

Late entry fees

Sponsorship

Other

Total

**Expenditure**

Mileage & meals of officials

Hire of Venue

Cash prizes

Live streaming/recording

Transport of equipment

Trophies & medals

Competition balls

Event programme

Wireless microphone hire

Single Event Licences to TTI (Table Tennis Ireland)

Total

Please return this form to [membership@tabletennisireland.ie](mailto:membership@tabletennisireland.ie)

**Sanction of Ranking event with Table Tennis Ireland**

We have put some information together for you to think about before applying for the sanctioning your event with us.

**Event Sanctioning:**

You are required to sanction the event with Table Tennis Ireland, so the events team are notified of your event. This will allow us to register your event against any other event and prevent clashes and scheduling issues. Once sanctioned will be added to the TTI calendar of officially sanctioned events. You may promote the event as such and give peace of mind to participants and parents that this is a sanctioned event and meets set compliance levels in terms of safety and codes of conduct. You may also use the Table Tennis Irelands Just GO entry system so you can manage every aspect of the event organisation process from just one place.

**Event Calendar:**

Once your event has been sanctioned, our events team will review, and the event will be added to the event Calendar where participants can register directly through the TT Ireland system. Please note, if you are using your own entry system, all participants will still need to be affiliated members of TTI. A member of the Events team will contact you to let you know your event has been added to the Calendar.

**Allocation of an officials Team:**

All TT Ireland-sanctioned events are allocated an experienced officials' delegation as part of the Official Team to assist with the smooth running of the event preparations and to ensure the event will be delivered in a safe and fair manner. The delegate will also assist you with your completion of the Event Management and Safety Plan (see item 4.) If you would like to appoint your own official's team, please ensure that are appropriately qualified for the level of event being sanctioned.

**Event Management and Safety Plan (EMP):**

Prior to your event being signed off, the EMP must be completed and provided to your officials Delegate for approval. A final version EMP must be provided to your Delegate at least 14 days prior to allow the EMP to be approved. Failure to do so may result in delays with your event sanction being issued.

**Safeguarding compliance:**

All events open to Juniors (under 18’s) and must comply with the mandatory requirements in the link below as well as the guidelines in the EMP. This includes Senior events where Juniors are likely to take part. Requirements include a qualified Safeguarding Lead who is part of planning and there on the Day. (add in a link for safeguarding at Junior events)

The TT Ireland events team are here to help you with any queries you may have. We also have a designated Events Executive who can assist members with any queries when registering for the event or taking out the relevant membership. You can contact the team on the following:

Membership@tabletennisireland.ie