



Singapore Table Tennis Association (STTA)

**Event Sanctioning Policy
(Approved by Management Committee on 13 May 2020)**

1. INTRODUCTION

This policy outlines the procedures a club/organisation/association/community groups/ table tennis groups may undertake to get STTA's approval for a table tennis event they are hosting in Singapore

2. ADVANTAGES OF EVENT SANCTIONED BY STTA

- 2.1 Once the Event is sanctioned by STTA, the Event shall:
 - 2.1.1 be advertised on the STTA's website, social media and other forms of media available to STTA.
 - 2.1.2 be included in the STTA's calendar of events
 - 2.1.3 use the title "Event Sanctioned by STTA" & STTA Logo in all advertising and marketing materials (e.g. official communications, posters, athlete certificates etc.) produced in connection with the Event, subjected to prior approval of the artwork by STTA prior to the production. This will accord the table tennis event a higher status.
- 2.2 The athletes in the STTA programmes will be encouraged to participate in the table tennis event.

3. REQUIREMENTS FOR EVENT SANCTIONED BY STTA

Items	Requirements
a. Host	<ul style="list-style-type: none"> • Must abide by all requirements and deadlines as stated in this policy. • The Event/ segment of Event submitted for sanctioning must be strictly for table tennis
b. Sanctioning Fee	<ul style="list-style-type: none"> • A sanction fee of \$500 or 10% of prize money (whichever is higher) shall be paid in full to STTA. Upon STTA's approval of the event, the sanction fee is to be submitted minimum 1 month before event registration and cheque payment is to be made payable to "STTA". Only cheque payment will be accepted.
c. Official communications, publications and/ or Event items	<ul style="list-style-type: none"> • To be approved by STTA before production/ printed or the start of registration, whichever is earlier.
d. Event Requirements	<ul style="list-style-type: none"> • Organise the Event of good standard and quality • To ensure that the competitors are able to compete fairly and safely at the Event • Comply with any recommendations given by STTA concerning the Event.
e. Format of Play & Rules & Regulations	<ul style="list-style-type: none"> • Format of Play & Rules and Regulations must be approved by STTA prior to the event registration. The rules and regulations and competition format are to be sent to STTA for clearance and approval at least 1 month before registration opens. • Comply with any recommendations given by the STTA concerning the Event
f. Technical Officials (umpires/ referees)	<ul style="list-style-type: none"> • Qualified national umpires/referees/technical officials • Active national umpires/referees/technical officials in STTA tournaments
g. Public Liability Insurance	<ul style="list-style-type: none"> • The organisers must take up the public liability insurance at its own cost. <ul style="list-style-type: none"> - Public liability insurance sum insured up to S\$500,000 for Event with no more than 200 participants - Public liability insurance sum insured up to S\$1 million for Event with no more than 1500 participants

	<ul style="list-style-type: none"> • A public liability policy can provide the Event with an indemnity against all sums which the organizer become legally liable to compensate for damage to the public resulting from an occurrence which may arise from the Event activities
h. Approval from the relevant authorities	<ul style="list-style-type: none"> • Ensure that the Event have obtained and comply with any local authority, police or other third party consents which are necessary to stage the Event.
i. Personal Data Protection Act (PDPA)	<ul style="list-style-type: none"> • To adhere to the PDPA guidelines. https://www.pdpc.gov.sg/Legislation-and-Guidelines/Guidelines/Main-Advisory-Guidelines
j. Anti-Doping Policy	<ul style="list-style-type: none"> • To adhere to the Anti-Doping Policy: https://www.stta.org.sg/anti-doping/
k. General Indemnity	<ul style="list-style-type: none"> • The organisers agrees to indemnify STTA against any claims, demands, actions, suits, proceedings, losses, damages, costs, expenses and/or other liabilities of any kind in connection with or relating to or arising from (i) any use of the business logo of STTA and/or (ii) information and/or instructions provided by any officer and/or employee and/or agent and/or other representative STTA

4. HOW TO APPLY AND SUMMARY OF DEADLINES

Timeline	Host Club	STTA
Minimum 3 months before event registration	<ul style="list-style-type: none"> • Must submit completed Application Form (see Annex A) to STTA. 	<ul style="list-style-type: none"> • To respond with approval/ conditions for approval of event within 4 weeks of receiving completed Annex A.
Minimum 1 month before event registration	<p>Upon obtaining approval for event, may,</p> <ul style="list-style-type: none"> • Request STTA’s assistance to publicise event. • Begin to submit event artwork bearing STTA’s logo and title “Event Sanctioned by STTA” for approval. 	<ul style="list-style-type: none"> • To respond with approval or propose with the necessary recommendations for improvement.
Minimum 2 weeks before start of the event	<ul style="list-style-type: none"> • To submit a copy of the public liability insurance • To submit the list of Qualified national umpires/referees/technical officials 	<ul style="list-style-type: none"> • To respond with approval or propose with the necessary recommendations for improvement.
Not more than 4 weeks after event	<p>Must submit to STTA:</p> <ul style="list-style-type: none"> • Completed Post Event Report • Record of Technical Officials (umpires and referees) • Final List of Registered Athletes • All competition results 	

Annex A

Event Sanctioning Application Form

Name of Club/Organisation/Association/Community Group	
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Event Organiser	
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Joint Event Organiser (if applicable)	
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Sponsors	
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Event Name	
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Event Dates	
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Event Venue	
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Registration Fee required?	Yes / No
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Registration Fee	
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Contact Person	
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Contact No	
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Contact Email	
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Event Categories	
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Format of Play	
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Rules & Regulations	
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Prize Money	
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