



Regional Director Handbook

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1 How is the NCTTA competition structured?

College table tennis competition is largely organized around geography. At the local level, schools are grouped into divisions. Several of these divisions feed into 6 geographic regions, with winners at the regional level advancing to a national championship:

Division → Regional → National Competition

In addition to team competition, singles competition will also be held at the division, regional, and national level. A **regional director** oversees each region and the divisions within that region, and coordinates that region's regional championship.

1.1 How do Regional Directors fit in NCTTA?

NCTTA consists of member clubs at more than 150 colleges and universities, each assigned to a geographic **division**.

Each **region** consists of 3-5 divisions and is coordinated by a **regional director**. **Division directors** within a region report to their regional director.

Regional directors report to the **League Director Representative**, who serves as a liaison between the division directors, regional directors, and the executive board.

NCTTA is also supported by a variety of different committees, each focused on a specific area of interest in college table tennis: recruitment, public relations, women's, eligibility, etc.



1.2 Customer (member) focused

NCTTA is a very customer-oriented organization with division directors serving as the primary contact customers have with the organization.

Who are the customers? NCTTA's customers consist of anyone involved with an NCTTA member school. This could include team club presidents/officers, club members (student-athletes), coaches, and school officials.

1.2.1 Professionalism

As a regional director, your demeanor and behavior are very important when interacting with our customers. It's critical to act professionally at all times, as you are the most visible representative of the organization to the division directors in your region. How people perceive the National Collegiate Table Tennis Association is largely determined by how well you carry out your responsibilities as a regional director.

1.3 Virtual Volunteering

NCTTA is a completely volunteer-based organization; everyone that works for NCTTA does so as a volunteer. These volunteers are distributed all throughout the country. NCTTA uses several tools and technologies to facilitate distributed communication:

- Email (You must check NCTTA email every 24 hours).
- Zooms
- Collaborative Documents (Google Docs)
- Social Networking

Frequent communication is essential to the organization and is also critical to your job as regional director. By checking email daily, staying active, and communicating regularly, you'll be able to stay in touch with the division directors in your region. And you'll be keeping NCTTA professional and customer-focused.

2 Your Role as Regional Director

Regional directors play an essential role in college table tennis by supervising and managing the 3-5 divisions within a region with a certain amount of autonomy. As a regional director, you will have responsibilities in four key areas: management, planning, competition management, and budgeting.

2.1 Management

As a regional director, you will coordinate the division directors in your region and are expected to:

- Keep in constant communication with your division directors.
- Conduct zooms to help train your division directors.
- Work with division directors to schedule competitions, resolve facility issues, meet deadlines, and organize their division.
- Try to find new and/or replacement division directors, if the need arises.
- Attend division meets in your region, to the extent possible, to get athlete feedback and stay connected at the local level.
- Help recruit and retain schools in your region (in coordination with the recruitment committee).
- Market and promote college table tennis and NCTTA to local communities, including college students and administrators, and local media outlets.

2.2 Planning

As a regional director, you are responsible for coordinating the season schedule for your region and planning the regional championship competition at the end of the regular season, including:

- Ensuring division directors submit the dates for division competitions in a timely fashion and that conflicts are avoided (with other major table tennis events, major holidays, etc.)
- Ensuring that the season schedule gets sent to NCTTA headquarters to be posted on the website.
- Selecting an appropriate date and location for the regional championship, taking into account the following:
 - Sufficient facility space and hours (for team + singles competition)
 - Facility location (choosing a central location within the region)
 - Sufficient number of competition tables

- Date must be after end of division competition, within the regional championship window
- Ensuring the dates and location are well known to division directors and member schools within the region.
- Regional directors must submit their detailed tournament plan to the league representative for approval by Dec 1st or as soon as possible.

2.3 Competition Management

As a regional director, you are expected to organize and conduct the regional championship in your region including:

- Coordinating with division directors to get results (results@nctta.org) and eligibility proof submitted to the Eligibility Director (registrar@nctta.org) for verification..
- Either personally or with the assistance of a referee, create fair draws for the singles and team competitions.
- Recruit any volunteers needed to assist with organizing and running the competition (reach out to division directors within the region).
- Advertise the event to attract spectators and seek media coverage.
- Organize an awards and trophy presentation at the regional championship (NCTTA will ship trophies before competition).
- Submit competition results immediately after the competition to facilitate nationals' qualification process.
- Assist with lodging and meals for participants.

2.4 Budgeting

Regional directors will have access to a budget for use in promoting table tennis in their region and to support competition related expenses. Regional directors can use their budget to finance:

- Regional championship expenses (venue fees, referee and staff costs, equipment rental, etc.)
- Travel assistance for teams or event organizers to attend regional championships.
- Division assistance to support and improve division competitions.
- Marketing and publicity throughout the region.
- Recruitment-related expenses within the region.
- Organization of community events promoting youth or grassroots table tennis.

- Other special requests or initiatives if approved in advance by the NCTTA Finance Committee.

Each regional director will be informed of his or her region's budget before the start of the competition season. Budget limits for each region will be based on the size of each region (both in terms of number of schools and distance/geography).

Regions will also be evaluated based on recruiting efforts, athlete and division director satisfaction surveys, and other feedback from the region, which could have an impact on the budget they are allocated. For more specifics regarding budget allocations, expense limits, and the expense approval process, please consult the *Regional Director Finance Guide*.

All proposed spending, including that by your division directors, must be pre-approved by you and the Treasurer through the Expenditure Form to ensure proper reimbursement. Out-of-the-ordinary expenses will require further discussion and evaluation of alternative vendors.

2.5 Training

In order to better acquaint regional directors with their responsibilities and the procedures and processes of the position, all regional directors have mandatory training sessions twice a year with the members of the NCTTA board.

The first session happens in the fall before the start of the competition season; the second in the spring before competition resumes. These training sessions or webinars are conducted online and via conference call.

In addition to the biannual training sessions, all division directors are expected to read this *Regional Director Handbook*, the *Division Director Handbook*, and the *NCTTA Rules and Regulations* in their entirety.

All mandatory training materials can be found here:

<http://nctta.org/documents> | <http://nctta.org/content/spreadsheets>

2.5.1 Examinations

- Division Director Certification Test:** Because of their role in training and coordinating division directors, regional directors must also be tested as division directors. Any regional director who has not completed the division director test would need to complete the test. The League Director Representative will grade and discuss results with the regional director taking the

test. Similarly, regional directors will discuss results with their division directors taking the test.

b. **Table Tennis Rules Understanding and Umpire Certification:**

Directors are required to be knowledgeable with fundamental rules of table tennis and be familiar with the complete set of rules from ITTF/USATT. When there is a dispute, you should be ready to make the correct decision based on the rules or contact the League Director Representative if assistance is required.

Optional: NCTTA will sponsor your Umpire Certification as USATT Umpires at the Club Level or higher and Referee Certification. The Club Umpire Test is open-book and can be completed online. NCTTA will reimburse test fees for passing grades.

3 Getting Started (Organizing Your Region)

3.1 Staying in Touch with Division Directors

To be an effective regional director, it's essential that you be able to maintain regular, active communication with all of the division directors in your region. Before the season starts, you will be given access to an online document listing the current divisions and division directors in your region.

Be sure to have at least two means of contact (phone, email, etc.) for each division director. If one doesn't work, you can try the other.

3.2 Before the Season starts

There are several areas you should touch on with division directors in your region before the season starts. You want to make sure they know their responsibilities as division directors and that they know the NCTTA rules.

This should be done through a combination of a welcome letter to your division directors, in a preseason webinar with them, and in regular follow-up communication.

Try to communicate the same information multiple times in multiple different ways, to make sure it sticks.

3.2.1 Welcome Email to Division Directors

After reviewing all the names and emails of division directors for the upcoming season, send all your contacts an email introducing yourself as the regional director along with what to expect in the months ahead. Topics for the welcome letter to your division directors might include:

- Communication (email)
- Season timelines, including dates for regional championship
- Singles play in NCTTA can be done in Fall or Spring
- Any important rule or competition format changes

After establishing initial contact, be sure to follow up with emails, social media messages, etc. to keep all the directors engaged.

3.3 Division Director Preseason Webinar

Gather all the division directors in your region for an online meeting (webinar) before the start of the season. The goal of the webinar/zoom is to train any new division directors and to review the rules and division director responsibilities.

You can use Google Hangouts from your NCTTA account to set up the online meeting space or zoom should you have access. You can request another staff member to be on the call to provide support if needed. Any division director who could not attend the webinar must be trained with a separate live session.

3.3.1 Topics to Cover

In the preseason webinar, you want to cover all the things a division director needs to know to do their job. At a minimum, this would include:

- What is NCTTA
- Role and responsibilities of a division director
- Division director training and certification process
- Preseason activities (contacting member schools, team captain's webinar, membership process, recruitment)
- Planning division competition (setting the season schedule, selecting dates and facilities, division singles)
- Financial assistance guidelines and procedures
- Running division competitions (registration, rosters, score sheets, competition management)
- Using the NCTTA competition software/spreadsheets
- Post-competition reports and results submission

3.4 Region Communication

Communicate with all the division directors in your region early and often. Set the tone for communication in the preseason and maintain frequent communication as the season progresses. Aim for at least one college table tennis-related email every two to three weeks during the season.

3.5 Recruitment

As the primary (and often only) local NCTTA official within your region, you are encouraged to act as the recruitment director within your division. Here are some things you can do to attract new schools to NCTTA:

- Attend USATT tournaments or other table tennis events in your region.
- Work with the NCTTA Recruiting Committee (send email to recruiting@nctta.org) to identify potential schools in your region that might be interested in college table tennis.
- Visit potential schools in your region (especially if they're close by).

- Arrange to meet with a club president, club/recreation sports director, etc. Nothing shows your interest in having them participate more than showing up in person.
- Get creative! Every region is different, and every school is different. Try lots of different approaches to recruiting and see what works best.

4 Managing Division Directors

Working with the division directors in your region to keep the divisions running smoothly is one of your most important jobs as regional director. Since you will be in charge of several different division directors, you'll need to be able to handle different personalities and a variety of different requests.

Here are some suggestions for working with your division directors:

- Check in with division directors to make sure they are making progress and completing tasks (one of the first areas you can put this to use on is making sure they complete their division director certification).
- Help division directors put together a season schedule **before** the start of league competition for submission to the League Director Rep.
- Organize frequent zooms or individual calls to go over any questions, concerns, or potential prior areas.
- Contact each division director a few days prior to their scheduled division meet to make sure they feel prepared and confident.
- Have division directors send you the competition schedule and format before a division meet so that you can make sure it looks reasonable and that NCTTA rules are being followed.
- Ask division directors to copy you on any results they send in so that you can check for any problems. If you don't receive anything after a scheduled competition, check in with the division director to see what happened.

All regional directors are **required** to perform certain duties prior to each division tournament. Refer to RD document on website:

[Regional Director Divisional Procedures - Date/Location, Roster, Eligibility](#)

4.1.1 Division Troubleshooting

Often when a division director encounters a problem, they'll look to you for help. As a regional director, being able to help resolve problems that come up in a division is essential to keeping that division on track.

Here are some common problems to look out for:

- A. Facility problems (difficulty booking a facility, unresponsive facility coordinator):
- ❖ Try calling the facility coordinator by phone. If it's a campus facility, try calling campus recreation or club sport officials who may have more direct access to facilities and facility personnel.
 - ❖ Organize a Plan B. Find a second alternative location at a different school or at a local city club facility, just in case. With unpredictable weather in the winter months, a backup plan on a different date can be very useful.
 - ❖ Encourage getting a signed contract with the facility, this will go a long way toward reducing facility problems.
- B. Schools dropping out (perhaps putting the division in jeopardy):
- ❖ Encourage division directors to use every available resource and means of contact to keep schools engaged (email, Twitter, Facebook, Instagram, phone calls, text messages).
 - ❖ Get schools to send team rosters in advance of the competition, which encourages teams to plan who can come.
 - ❖ Personally contact any schools you know in advance may be at risk of dropping out (perhaps due lack of communication or past years' behavior).
 - ❖ Help recruit additional schools (so the division has way above the minimum), that way if a few drop out, it's not as big of a problem.
- C. Missing/incomplete paperwork (schools have a tendency to *inadvertently forget* forms and paperwork of all types):
- ❖ Encourage division directors to remind teams multiple times (and multiple ways, email, texts, phone calls, etc.) of the deadlines and paperwork requirements.
- D. Rules confusion (NCTTA rules must be followed at **all** NCTTA competitions)

- ❖ Remind division directors to bring a copy of the *NCTTA Rules and Regulations* to each competition or have the ability to access it online.
- ❖ Review any rule changes, and any tricky or confusing rules with division directors before any competitions are held.
- ❖ Remind division directors to look up any rules or decisions they are uncertain about.
- ❖ In case of ambiguity, contact the League Director or NCTTA President (contact information at end of this handbook). Do not make a decision on the spot based on your “gut feeling.”

5 Planning Your Regional Championship

5.1 Season Overview

The NCTTA League Competition Season spans about 6 months, roughly following the academic year. The first five months constitute the regular season, focusing on division play. The season culminates in month six with the regional championships, with regional winners advancing to the College Table Tennis National Championships, held each Spring.

5.1.1 Season Timeline

August – September	Gather contact information, send welcome email, captain’s webinar
October (1st or 2nd weekend)	Competition season begins, divisional season schedule must be in place
October – December	Fall division tournaments
January - February	Spring division tournaments
February (each year changes)	Regular season concludes (see website for exact dates)
March (each year changes)	Last date for regional championships (see website for exact dates)
March/April	National Championships

5.2 Choosing Dates and Locations

Selecting the best date, host school, and facility for your Regional Championship requires significant coordination with all the divisions in your region. When and where a regional championship is held can often be the difference between an outstanding, well-attended event and a mediocre one.

We highly recommend hosting at a member school for cost and convenience. Host school’s Coed and Women’s teams will directly qualify to the Regional Championships, given they meet all other requirements (Rules Section 5.9), participate in all divisional tournaments, and fulfill the terms of NCTTA membership.

5.2.1 Host Site and Facility Selection

A number of different criteria should be evaluated when deciding where to hold your regional championships. Get input from member schools as to what types of facilities they have at their institution, and then consider the following:

- **Travel Distance:** A central location that minimizes how far teams from each region have to travel is generally preferable.
- **Playing Conditions:** How much space is available at the facility? Are the ceilings high enough? What is the lighting like? What kind of flooring surface is at the facility (and how often is it cleaned)? How much spectator seating is available?
- **Equipment:** How many table tennis tables and nets does the facility have? What kind of condition are they in? The minimum number of tables needed for a regional championship is 12, but more tables is even better. Does the facility have an office table and some chairs that you can borrow for a tournament registration/control desk?
- **Internet connection:** Does the facility have Wi-Fi internet connection sufficient for video streaming? (10 Mbps download and 5-10 Mbps upload)

Get confirmation of the facility reservation from the facility manager in writing (or email)

5.2.2 Date Selection

Obviously, you want to try and schedule your regional championship for days when teams are best able to attend. Here are some other scheduling considerations:

- **Regional Championship Deadline:** Regional championships must be completed by a specific deadline see [here](#)
- **Dates to Avoid:** Certain dates you'll want to eliminate right off the bat. This would include any major holidays (academic, religious, or otherwise) and exam periods.
- **Tournament Duration:** A minimum of 10-12 hours is required for the regional championship, assuming 16 tables. About half of the time is for the team competition and half for singles. Always try to book the facility for a few extra hours as a buffer. We encourage the tournament to be held over a span of 2 days to avoid players' match conflicts, minimize extreme fatigue, and ensure the professionalism of the tournament (ie – trophy presentation, video broadcast).

Once you've settled on where and when your regional championship is going, notify the divisions in your region and send the season schedule to the League Director Representative to be posted on the NCTTA website.

Dates and locations for regional championships must be confirmed by December 1.

5.3 Tournament Preparation

5.3.1 Regional Championship Invitation Process

A few things need to happen between the end of the competition and the regional championship. Here's how the invitation process will work:

- 1) Division directors will send in electronic results from their spring competitions (singles and teams) to results@nctta.org.
- 2) All schools send in Eligibility Forms to the NCTTA Eligibility Director (registrar@nctta.org). If a Division Director has any sent to them they need to forward it to that email address.
- 3) The NCTTA league operations personnel verify the results and player eligibility.
- 4) Teams or singles participants that qualified by winning their division directly will be invited to the regional championship.
- 5) Results will be processed for individual and team ratings.
- 6) Once all the divisions have reported their results, teams and singles participants in the region will be ranked from top to bottom based on team and individual ratings.
- 7) Teams (coed and women's) and singles participants (men and women) receiving wildcards will be invited to the regional championship.
- 8) In the event some teams decide not to attend, replacement teams may be invited on a wildcard basis.

Once the qualifying teams and players in your region have been invited, you'll want to stay in close contact with them as the regional championships approach:

- Remind them of the deadlines to register and pay for the regional championship. If they miss the deadline, they are out of luck and their spot goes to someone else.
- Give teams a time to show up for the event, but make sure the time you advertise is at least 1 hour before you're planning on starting the competition. So, if you'd like the first match to start at 9 am, tell teams that the tournament will start at 8:00 am and that they'll want to get there a little before then to warm up. That way, when teams show up a little late (as they invariably do), you can still start on time.
- Ask them to send you confirmed travel plans, so that you know when to expect them to arrive.

Consider recruiting another referee or other umpires and volunteers to help you run the competition.

5.3.2 Gathering Equipment

There are several important pieces of equipment you'll need for your division tournament. Some of this may already be available at the competition facility (confirm with the facility manager), and some you'll have to bring with you. Here's a checklist to help you make sure you have everything you need:

- ✓ table tennis tables (at facility)
- ✓ nets (may have to bring some with you, depending on quality)
- ✓ balls (balls will be mailed to each regional director for use in regional championship)
- ✓ barriers (how many are needed depends on the facility)
- ✓ net height measurer (to check the nets before the tournament starts)
- ✓ table numbers (print large numbers on full size sheets of paper, from 1 through however many tables you have; two per table is best so you can tape one to each side of the table)
- ✓ scoreboards (at least two for key matches, semifinals and finals)
- ✓ clipboards (one for each table, labeled to correspond to a table number)
- ✓ pens or pencils (to record match scores; unless these are attached to the clipboards, they have a way of disappearing, so bring at least 2 times the number of tables you have)
- ✓ table and chairs for control desk (most facilities will have these, you'll just have to check to make sure you can use them)
- ✓ laptop computer (to run the competition)
- ✓ printer (to print out match sheets)
- ✓ paper and extra ink (so you don't run out in the middle of the competition)

- ✓ whiteboard or corkboard/bulletin board (some facilities have boards on wheels that you can roll into the gym, or you may be able to bring a whiteboard with you; while not essential, this can be very useful for writing up/posting match schedules and results and can make the event much more organized)
- ✓ digital still or video camera (if you have one or can borrow one, photos and videos of the event are great to have)
- ✓ tape (scotch tape, duct tape, etc. useful for many things so it's always good to have some around, just in case)
- ✓ towels (one or two to wipe off the tables or floor, if necessary)
- ✓ rulebook (copy of the *NCTTA Rules and Regulations* and the USATT Laws of Table Tennis)
- ✓ video broadcast equipment
- ✓ promotional items from NCTTA or our sponsors

5.3.3 Tournament Staff

As the regional director, you are considered the tournament director for the regional championship. You are responsible for overseeing the tournament and following NCTTA rules. In addition, you'll need to allocate one or two personnel to set up the video stream and monitor its quality throughout the tournament.

NCTTA can help with finding USATT certified referees in your area to help out if necessary. Also consider recruiting division directors. Having a team of dedicated volunteers will help keep the tournament running smoothly, especially if you have to step out for a few minutes.

5.4 Promoting Division Events

The more people that know about college table tennis events happening in your area, the better. After you've put in the effort to plan a great event, it's a little disappointing if nobody knows about it. Here are a few tips to keep in mind when promoting your division's events:

- Use a variety of different media and techniques to get the word out:
 - Host club can help to spread the word through their networks and media and social media outlets

- ask your division directors to help get the word out as well
- Publicize the event to all the member schools participating . Schools often like to know if a team representing the school competes (and does well).
- Enlist the help of the club officers and members of the host club to promote the event and reach out to local contacts.
- Take advantage of press releases sent out before and after the event; these can be helpful in contacting various media outlets. Be sure to follow up with local media that have been sent press releases and you think might cover the event. Phone calls are often the most effective. Be persistent.
- Try a cross-promotional effort with local businesses (again, local contacts are key for this). Make a local company a sponsor of the event, give them recognition in all flyers, emails, etc. about the event and promote them at the event itself. In exchange, the company might give financial or value-in-kind support (see Section 4.5.1) but would also promote the event to its customers. For example, imagine an event flyer distributed with every delivery of pizza or Chinese take-out from a local establishment.
- Contact the NCTTA Media Relations Committee (via email at press@nctta.org) if you need help or guidance in promoting your event.

5.5 Financial Support

5.5.1 Fundraising

There are a variety of opportunities out there to raise funds for the growth and success of your region. This should be an ongoing activity for all regional directors throughout the season.

Consider approaching some of the following types of companies for support:

Large corporations: typically have a streamlined application for their charitable donations. Complete these applications throughout the season. Note that many organizations have deadlines that are 4-6 weeks before an event (regionals in your case). NCTTA is a 501(c)(3) non-profit organization and can accept charitable donations reserved for such groups.

Small local businesses: can be approached for small donations or “in-kind” donations (i.e., providing their own products/services as a donation, such as a restaurant giving food).

College-focused marketing firms: these companies are hired to promote particular brands to college students. You can find their reps handing out fliers around college campuses and can often work out arrangements with these groups to have a booth at your regional championships in exchange for a donation.

Here are some tips for approaching organizations for contributions:

- Apply to organizations interested in supporting sports groups like NCTTA (pro sports teams, local government sports bureaus, etc.).
- Write a sincere and persuasive cover letter and refine it before turning it in for each application.
- Emphasize how NCTTA promotes “healthy living” and an “active lifestyle.”

5.5.2 Sponsorship

Consider approaching local companies to sponsor your regional championship. NCTTA has an exclusive sponsorship for table tennis equipment, so table tennis companies are pretty much off limits, but almost any other kind of sponsor is fair game. While securing financial support from sponsors can be difficult, often in-kind sponsorships (such as gift certificates, merchandise, etc.) are easier to come by as the cost of such contributions to the sponsor is much less. For example, if you needed office supplies for your event, you might approach a local copy or office supply store. Locally owned companies are often best, the easier it is to reach an owner, manager, or key decision-maker the better.

5.5.3 Financial Assistance

For details regarding financial assistance for regional championships, please consult the *Regional Director Finance Guide*.

6 Regional Tournament Management

6.1 Learn and Know the NCTTA Rules

You must download the *NCTTA Rules and Regulations* through the Documents section of the NCTTA website. Read the NCTTA rules carefully and make sure you understand them fully.

Bring copy of the current *NCTTA Rules and Regulations* with you to all NCTTA competitions you attend.

6.2 Regional Championship Format

Regional championship competition will consist of both team and singles competition. The team and singles competition could be held on the same day (if you have enough tables for it) or on two consecutive days.

6.2.1 Team Competition Format

- 12 men's/coed and 8 women teams (including a host NCTTA member school if one exists)
- Teams will be split into round robin groups followed by knock-outs.
- Any men's/coed team in excess of 8 will receive a bye from the round robin groups and qualify for the knock-out stage directly.
- Participating teams will be ranked based on their team rating and placed in a round-robin group using the snake system.
- Teams from the same division will be placed in separate round-robin groups (if a division qualifies 3 or more teams, only the top 2 from that division will be separated).
- Teams that lose in the semifinals will play for third place.

6.2.2 Singles Competition Format

- Minimum of 24 (based on capacity) men's singles players and minimum of 8 (based on capacity)
- Regional Director may decide based on capacity to invite as many as they can fit
- Players will be split into round robin groups of four.
- Players will be ranked based on NCTTA ratings and placed into round robin groups using the snake system.
- Players from the same school or the same division will be placed in separate round robin groups to the extent possible.

- The top 2 players from each round-robin group will advance to a single elimination bracket. Byes will be assigned to the winners of the top round robin groups.
- If there are more than 24 players for men's singles, top seeds may advance directly to a single elimination bracket. If the player is eliminated in 1 match, the player may request 1-2 more consolation matches at the discretion of the director.

6.3 Competition Management

6.3.1 Draws and Schedule

At least a day or two prior to the tournament, you'll want to put together draws and a preliminary schedule for the event. Some guidelines to follow when creating tournament draws and a schedule:

- a) Teams are ranked by their team rating, which is computed from their team roster, using the formula: $1.5 * (A + B) + C + D$
- b) Enter the participating teams and players in the NCTTA competition spreadsheet once you've assigned them to round robin groups. The spreadsheets will provide the order of match play.
- c) Usually, it's best to schedule a team contest on two tables at a time (e.g. Michigan vs. Ohio State on Tables 3 and 4). Figure a team contest allotted two tables will last about an hour. For singles matches, allot 25-30 minutes.
- d) Incorporate a lunch break into the schedule if you plan on having one (and have the time to spare). Otherwise, be sure to tell the teams that no lunch break is built-in so they should bring some food with them.

6.3.2 Arrival and Setup

Do everything in your power to start the first matches of the day on time.

Try to arrive at the competition facility as early as you can – **at least 1 hour before you've scheduled the first match to start**, even earlier depending on how much setup you need to do and how much setup help you'll have.

A late start and you'll end up running late for the rest of the day and may not be able to finish all of the matches.

You'll need to make sure all the tables are set up and well-spaced, with barriers placed where appropriate. Check the heights of the nets adjusting as necessary. You may want to wipe off the tables with a

towel if they're dirty or dusty. And of course, you'll need to prepare your control desk area.

6.3.3 Pre-Competition Meeting

At least 30 minutes before you start the first matches, gather together all the team captains (at least one representative from each school). Give a quick welcome and introduction to the event, mentioning the following:

- 1) Who you are, your name and position (let them know that you are in charge and running things).
- 2) Tournament format/schedule including: order of play, match procedures, and generally how things will flow.
- 3) Review of key NCTTA competition rules, lineup order, etc.
- 4) Thank them for attending. Make it clear you value their participation and hope they have the best possible experience at the event.

6.3.4 Printing Match Sheets

The NCTTA competition spreadsheets should be used to print the scoresheets for both the team and singles competition. Extensive documentation, including screenshots, and a frequently asked questions section is included with the spreadsheet.

A laptop computer and printer will be needed on-site throughout the regional championship competition. Be sure to bring these with you and be sure you have enough ink and paper to last the day.

6.3.5 Sending Matches

Ok, it's finally time to start playing some matches! Here's the basic process for calling matches:

- 1) When a team contest is ready to be played, put the score sheet on the clipboard corresponding to the table(s) the match should be played on. (Remember the clipboards should be numbered to correspond to the table numbers).
- 2) Have players write down the scores of each game on the score sheet and **circle the winner** of each match and the winner of the overall contest. Record every score of every match.
- 3) A captain for each team must sign the score sheet once the match is complete. Look over each score sheet as it is turned in to make sure that all the scores have been recorded correctly and make sense. Sign the score sheet to indicate you've checked it over.

Double-check all score sheets as they come in to make sure they are filled out correctly and signed by team captains.

7 Post-Tournament Reporting

After a tournament has finished, there are still a few tasks to be completed to make sure all the tournament results are recorded and properly reported to NCTTA:

- 1) Email the NCTTA competition spreadsheets (both the team and singles competition results) to results@nctta.org within 2 days of finishing the competition.
- 2) After submitting the scores electronically, hang on to the original match score sheets until at least after the national championships.
- 3) Write a short summary about the regional championship and submit it to the NCTTA Media Relations Committee (press@nctta.org). Try to include any interesting tournament storylines and highlight the most dynamic players, teams, or matches. Tournament write-ups will be used for press releases and for the NCTTA newsletter.
- 4) Send an email to all the participating schools and players to thank them for participating. You can let them know where to find the results for the tournament and updated ratings (both posted online). Also let teams know when the next event will be.
- 5) Collect any pictures taken at the event and post them online to the dedicated internal Google Photos link that will be sent out. NCTTA will make a public Flickr page available as well.

8 Other Events

Outside of intra-club practices and events, NCTTA League competition is the primary activity college table tennis teams participate in. But it's certainly not the only table tennis opportunity. As a regional director we encourage you to:

- a) Stay informed about upcoming table tennis events in your region.
- b) Notify your member schools of any events that you think they might be interested in and encourage them to participate.
- c) Attend such events yourself, if possible, and consider volunteering your time and expertise to help make the events better.

8.1 USA Table Tennis Events

USA Table Tennis (USATT) is the governing body of table tennis in the United States and sanctions several hundred tournaments all around the country each year. You can see a list of all the sanctioned tournaments coming up through the USATT website (www.usatt.org) and pass along information about any tournaments you learn about.

USATT membership is very affordable so encourage students in your division to join and play tournaments other than NCTTA too.

8.2 Cross Division Competition

Consider scheduling some matches between teams from different divisions to provide more competition opportunities. This will allow teams to experience a wider variety of competition. Such competitions could be organized at either the official or non-official level.

If there are some interesting events beyond regular league competitions happening in your region, be sure to let your League Director Representative (leaguerep@nctta.org) or the NCTTA Press (press@nctta.org) know about them so that we can share these great ideas with other regions.

9 Continuous Improvement

NCTTA is committed to helping regional directors improve their performance. We want to see each region grow and thrive and we want you to learn new things and develop into the best regional director you can be.

9.1 Successful Regions

So, what constitutes a successful region? There are a variety of areas that contribute to regional success, but the most important are:

- a) Quality of division and regional events
- b) Athlete satisfaction
- c) Division director performance
- d) Growth and retention of member schools in the region
- e) Promotion and exposure of college table tennis in the region

Note that regional success is not generally linked to regional spending. Various factors affect the financial needs and spending within a region and some successful regions will spend more or less than others. What's most important is that a region's budget helps lead to a successful season and the growth of college table tennis.

9.2 Tools for Continuous Improvement

Since a regional director's role touches on many different areas, there are a variety of different tools that are useful for understanding how things are going in a region; to see what's working well and what could perhaps be improved. Regional directors may request for the following forms of evaluation from the league director representative to evaluate him/herself.

- **Self-assessments:** a self-assessment questionnaire at the end of the season.
- **Division director surveys:** Division directors will be asked to fill out a survey about their region and regional director at the end of the season.
- **Athlete surveys:** Athlete surveys could be collected after both fall and spring competitions. These surveys give a window into how athletes feel about their division and can help you identify division directors that might need some additional support.
- **Objective Data:**
 - Year-to-year growth in terms of number of schools, number of athletes participating in NCTTA events in

the region. Both retention and new recruiting can contribute to year-to-year growth.

- Spring default rates in terms of the number of schools in the region that participated in the fall but drop out in the spring.
- Reporting and media exposure including event reports, write-ups, photos, videos and press coverage of events in the region.
- **On-site observation:** Schedule permitting, NCTTA board members may attend select division or regional competitions to offer guidance and feedback.

9.3 Performance Feedback

Regional directors will be given and guidance and feedback throughout the season, including at the following times:

- Mid-season feedback from the NCTTA League Director. This will mostly be informal discussions of how things are going and will give you a chance to bring up any issues you are experiencing or questions you may have before the season is over.
- A short postseason webinar to discuss how the season went and how NCTTA can better help you achieve your goals.

9.4 Rewarding Outstanding Performance

In order to recognize and reward great performance, outstanding regional directors may be eligible for:

- Regional Director of the Year award. Award consists of a gift certificate, as well as formal recognition in the NCTTA Newsletter and on the NCTTA website.
- Conference/PR events. Outstanding regional directors may be nominated to attend sports event conferences or other educational and PR events.

While NCTTA is committed to supporting regional directors, *repeated* problems over the course of a season without any signs of performance improvement may result in a reduction of a regional director's budget or a decision not to reinstate the regional director for another season. In some cases, a different role in the organization may turn out to be a better fit.

10 Tips for Being an Effective Regional Director

Here are some final tips and reminders for being an effective regional director:

1. Remember that NCTTA is a volunteer-based organization, so everybody is offering their time to promote college table tennis. Be mindful of your tone, whether communicating with subordinates or superiors.

Example: Suppose a division director is having trouble setting up a round-robin schedule ...

“What is this nonsense? How about you Google round-robin schedule and create another one.”

“It seems like you might be having some trouble setting up that round-robin, would you like me to setup a webinar to show you how I might do it?”

Example: Suppose you'd like your division directors to remind teams of the uniform requirements ...

“Please forward this email regarding uniform requirements to team captains.”

“Please contact all team captains by Friday to remind them of the uniform requirements and CC me on your emails.”

2. When assigning tasks to division directors, be sure to allow them enough time to complete the task. Give a precise deadline for completion and request confirmation. Follow up with division directors individually if you don't receive confirmation from them.
3. Get to know your division directors; have a quick chat over instant messenger, phone, Facebook, etc. Send a quick reply to requests when you don't have time for a full response.

Example: [received an email]

... (two days of silence) ...

“Hi Bob, I got your email. I'll get back to you tomorrow regarding ...”

11 Where to go for help

If you have a question that isn't covered by this handbook, please contact one of the people listed below as they should be able to help you. We are available to assist you 24/7 with any problems, concerns, or chaos you may or may not encounter. Contact us anytime as we are EAGER to help you do the best possible job as regional director.

First Point of Contact:

TBA

League Director Representative

leaguerep@nctta.org

Secondary Contact:

Willy Leparulo

NCTTA President

president@nctta.org

(850) 445-0780 (c)

Additional Contacts:

Contact information for various key people in NCTTA such as board members, committee chairs, division directors, etc. can be found on the NCTTA website (www.nctta.org).

Mailing Address:

NCTTA
300 3rd Street,
Apt 324
San Francisco, CA 94107

Don't be afraid to ask for help. It's much better to check with an NCTTA representative when in doubt, rather than make a mistake that could jeopardize your region.