

NATIONAL COLLEGE TABLE TENNIS ASSOCIATION HANDBOOK

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I. PREFACE

Table Tennis—Not Your Ordinary Club Sport!

Creating an NCTTA Club on your campus is an inexpensive and exciting way to energize students who might not otherwise get involved in other more traditional sports. A Table Tennis team is gender-neutral and is available to students with physical challenges. Rather than being a financial drain on your resources, forming a College Table Tennis Team can bring new energy to your department while involving a wide range of students.

What Does It Take to Form a Team?

It doesn't take an advanced coaching degree or expensive equipment to start a College Table Tennis team on your campus. All it takes is a regular practice routine, a proven way to fund your program, and the ability to network with other team coaches to learn how to run a successful team. Go today to your school's Campus Recreation and or Student activities office and inquire what it takes to start a student club sport. Become official with your school and then become official with us at the NCTTA!

What is a College Table Tennis Team?

A Table Tennis "team" consists of at least 4 people. Your club team can have as many individual players or "teams" as you wish or however many teams the Division Director is able to fit. For college tournaments, many colleges bring more than one team. During your practice sessions, you can even have try-outs for teams in accordance to the rules and standards of your institution.

Benefits of Forming a College Team in the NCTTA

As part of NCTTA you will get entry to any NCTTA College tournaments your division or other close divisions organize as a guest (with permission of division director). You and your team will receive national college ratings and if you are good enough will appear on our Top 25! At the end of the competition season, division winner(s) can qualify for the National Championships. The best benefit of forming an NCTTA College team is being afforded the opportunity to play intercollegiate sports and forming bonds that will last you an eternity. As part of our mission of NCTTA we want to create enthusiasm for the lifetime sport of Table Tennis!

USATT and NCTTA

USA Table Tennis (USATT) is the national governing body for Table Tennis, and operates under a charter from the U.S. Olympic Committee. Headquartered in Colorado Springs, CO, USA.

The National Collegiate Table Tennis Association (NCTTA) is the National Governing Body of College Table Tennis in the United States and looks to promote the sport of table tennis by providing collegians an opportunity to compete in this enjoyable lifetime sport and to provide student athletes the avenues to compete in serious intercollegiate table tennis competition at a club or varsity level. The NCTTA aspires to have table tennis included as a sport recognized by the National Collegiate Athletic Association (NCAA) or its equivalent. National Collegiate Table Tennis Association's purpose is to work together with the governing body of Table Tennis (USATT) and colleges to create programs, scholarships and opportunities for male and female student athletes. The NCTTA main focus is to develop a strong collegiate program by developing a strong community grassroots programs, scholarship program, competitive play, and true professionalism with each college and community and lastly to better prepare college table tennis players to better participate and represent their country, college, sport, and themselves in regional, national and international competition such as the Olympics, Pan American Games and World University Championships.

II. STARTING A COLLEGE CLUB OR PROGRAM

1) Contact Your Campus Recreation Department

Find out how to start a new club with the school and possible sources of funding already available. This might be through the student recreation department or through the athletic department, depending on your school.

2) Go to the NCTTA website to apply for membership

The proper forms must be filled out to officially apply as a school member to NCTTA. All forms are located on our website under the "documents" heading. In short we request each school captain to fill out a membership agreement form, school information form, pay our membership fees and fill out an Academic Eligibility form prior to your first matches.

3) Select Your Club Advisor and/or Coach

This should preferably be someone on campus (faculty or staff) who will be around for a while and can act as a liaison to the school and help provide continuity to the program. Student run programs don't tend to last because when the student who is driving the program leaves and no one carries on. Remember these same faculty or staff can play in NCTTA competition via "B teams" which are teams that do not have to have only students playing. Encourage your faculty/staff to play!

4) Locate Indoor Practice Facilities

In general, Table Tennis is located inside a school's recreation center, other times you have to be more creative and play in a large conference room, ballroom or dining hall.

5) Identify Funding Sources

Funding...that magic word that we all search for! Unfortunately funding is hard to come by. NCTTA's suggestion is to get aligned officially with your school's Campus Recreation Sport Club Council or Student Activities and or Student Affairs area. These affiliations usually provide a student organization the opportunity to request and receive funding.

6) Recruit College Table Tennis Players

Potential college table tennis players can come from anywhere. Post flyers during intramural events or at recreational sport classes. Advertise in the student newspapers and send press releases to local high schools. You can even have a table tennis exhibition in a high volume campus area. Remember, the attraction of the sport is already there, you just have to get people to look in your direction!

III. MEMBERSHIP

Application for membership shall be open to any University and their affiliated varsity or club sport team that supports the NCTTA purpose statement. Continuing membership is contingent upon the membership guidelines outlined in this section.

Only one institutionally recognized official campus student group or club will be accepted for membership by the NCTTA. For institutions that have both a Varsity Table Tennis Program and a Table Tennis Club Sports Program, NCTTA will evaluate membership on a case by case basis.

1) Who Can Be a Member? Any college or university that has an active and SCHOOL AFFILIATED table tennis club or student organization or Varsity Table Tennis team is eligible to join NCTTA.

2) Division Members

All NCTTA schools must belong to an NCTTA division:

- a) Divisions are arranged geographically. If a school does not conveniently fit into an already existing division, the executive board may create a new division. The executive board reserves the right to assign schools to each division based primarily but not exclusively on closest distance.
- b) A minimum of four schools is required in each division.
- c) In order to send a representative(s) to the NCTTA Championship, four or more members in a division must have played each other at least twice during the season and played each other at least once before the end of Fall Semester or by December 31, whichever is earliest.

3) Membership Requirements

Official NCTTA membership is obtained once:

- a) The school is placed in a division;
- b) The school's table tennis club president has signed the NCTTA membership agreement;
- c) The school pays the annual membership fee determined by the executive board (see Membership Fees below).
- d) The club/team fills out the school information form and turns it in to NCTTA. Contact information includes: (phone number, e-mail and mailing addresses) for at least 3 student executives, the campus recreational director, club sports director, athletic director and any school officials responsible for the operations and funding of that particular club or team.
- e) The club/team has their school registrar verify the eligibility of their players for the semesters in which they play and submits proof of this eligibility to NCTTA via the appropriate form.
- f) Membership fee is paid in full by December 31st

Note: A school that joins after December 31st can become a transitional member of NCTTA (paying the appropriate transitional membership fee) gaining all membership benefits of full membership except the ability to qualify for our national championships. Membership procedures must still be followed on a timely basis. See Membership Status below.

NCTTA reserves the rights to ask members to post our sponsors' banners and/or links on their club websites if that does not conflict with their institutional policies. Some catalogues and advertisements will be sent to the members and school officials unless NCTTA is specifically notified not to do so.

4) Membership Status

- a) **Active/Full:** Has completed all requirements of Official NCTTA membership
- b) **Women's:** Has completed all requirements for Official Women's NCTTA membership
- c) **Inactive:** Previously competed in NCTTA matches, but is unable to compete during the current season.
- d) **Transitional:** Is in the process of joining NCTTA or is a member of division with fewer than four teams or has joined a division which has already completed competition for the Fall Semester. Transitional teams cannot qualify for the National Championships.
- e) **Provisional:** Schools that have signed the membership agreement but have not paid or completed other necessary paperwork by the correct deadline. These schools will be allowed to play in the league, but cannot qualify for the National Championships. Provisional schools can have their membership revoked if they fail to resolve unpaid fees in a timely manner, violate NCTTA policy or conducts themselves in an unethical manner
- f) **Probationary:** Schools that don't pay will be placed on probation for the next season and the players that played as part of the delinquent season will be banned from any NCTTA competition until fee is paid.

5) Membership Fees

- a) Active/Full Membership: School pays \$100.00
New NCTTA Membership: School pays \$50.00
- b) Women's Teams Membership: School pays \$50.00
- c) Transitional Teams Membership: School pays \$25.00
- d) NCTTA will discount Active/Full Members having both an active men's/coed team AND an active women's team. Such schools are eligible to pay a single \$75.00 fee to cover membership for both teams. The women's team must play both semesters for this discount to count.

IV. ELIGIBILITY

1) Academic Enrollment

All student athletes need to be enrolled as a minimum *half time* and *making progress toward a degree*.

- a) Undergraduate students must be enrolled in a min. of 6 credit hours per semester and 12 credit hours per academic year (fall, spring, and summer).
- b) Graduate students must be enrolled in a min. of 4 credit hours per semester and 8 credit hours per academic year (fall, spring, summer)
- c) The student/athlete has to maintain an institutional cumulative grade point average (GPA) of min. 2.0 on a 4.0 maximum scale for undergraduate students or a 3.0 on a 4.0 maximum scale for graduate students or be in *good standing*.

Definition: Good Standing. To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be in good academic standing as determined by the academic authorities who determine the meaning of such phrases for all students of the institution. (NCAA, 2005, p. 127)

Definition: Half Time. To be considered half time in an institution in intercollegiate athletic competition, a student-athlete shall be considered half time as determined by the academic authorities who determine the meaning of such phrases for all students of the institution.

Definition: Progress toward degree is to be interpreted at each member institution by the academic officials who determine the meaning and application of such phrases for all students, subject to the controlling regulations of the institution; the division(s) (or similar associations)

2) Proof of Eligibility

Proof of student athlete eligibility status should be sent to NCTTA officials (either the Registrar or Division director) prior to competing in any NCTTA tournaments that semester. The following conditions apply:

- a) An exception to the minimum enrollment requirement is permitted if a student participant is graduating by the end of that semester: he or she must take and complete the number of hours required to complete the degree.
- b) An exception to the GPA requirement is permitted if a student is enrolling at an institution for the first time and his or her GPA cannot yet be calculated.
- c) Certification of eligibility status must come from the registrar of the school where the student is enrolled.

3) Quarter Institutions. A student-athlete who attends a quarter-system institution and who graduates at the end of the winter quarter may compete in an NCTTA championship or a National Invitation Tournament that occurs during the same academic year following the completion of the winter quarter.

4) Nontraditional Academic Calendars or Cooperative Education Programs. A student-athlete in an institution, that determines enrollment hours on a basis other than traditional semester or quarter hours or that conducts a cooperative educational program, may compete, if at the time of competition the student is enrolled for a comparable minimum academic load.

5) Noncredit Work. Hours of noncredit work (including remedial courses) may be counted toward fulfilling the minimum half-time enrollment requirement, provided the noncredit work is given the same academic load value and is considered by the institution to be a requirement for the degree currently being pursued by the student.

6) Concurrent Courses at Two Institutions. Courses taken concurrently at a second institution may be counted toward meeting the minimum enrollment requirement, provided:

- a) The certifying institution officially recognizes the student's combined hours as part of the minimum enrollment.
- b) Cross Registered or Dual Enrolled students may participate for their primary institution ONLY.

7) Correspondence Courses. A student-athlete may not use a *correspondence course* to meet the minimum enrollment requirement.

Definition: Correspondence Courses are courses taken while on academic dismissal.

8) Nontraditional Courses

Courses taught via the Internet, distance learning, independent study, individualized instruction, and courses taught by similar means may be used to satisfy NCTTA credit hour requirements provided that:

- a) Evaluation of the student's work is conducted by the appropriate academic authorities in accordance with the school's established academic policies; and
- b) Is making progress in the degree of choice and is reflected on the certifying institution's transcript.

9) Temporary Students

A student-athlete having the status of temporary, transient or exchange student shall not represent an institution in intercollegiate athletics competition unless such status is specifically allowed and governed by provisions adopted by the membership.

10) Length of Eligibility

An NCTTA player may compete in NCTTA competitions for a maximum of five (5) years.

11) NCTTA Championship Following Last Term of Eligibility

A student-athlete who is eligible during the term in which degree work is completed remains eligible for any NCTTA Championship or National Invitation Tournament that begins within 60 days after the end of the term in which the student completes the requirements for the degree (or graduate eligibility).

12) Participation in International Collegiate Events

Participation in world events falls under the purview of the International University Sports Federation (FISU). The following is an abstract from the FISU regulations:

5.2 Participation

5.2.1 Only the following may participate as competitors in a FISU sporting event:

- a) Students who are officially registered for and pursuing a full time course of study at a university or similar institute whose status as a university is recognized by the appropriate national academic authority of their country;
- b) Former students of the institutions mentioned in a) who have obtained their academic degree or diploma in the year preceding the event.

5.2.3 All competitors must satisfy the following conditions:

- a) be a national of the country they represent; b) be at least 17 and less than 28 years of age on January 1st in the year of the event; for the 2004 World University Championship = born between Jan. 1st 1976 and 31 Dec. 1986.

Tryouts for the US College National team will be decided year to year with the sport's governing body: USATT.

This US College Table Tennis Team will represent the country at the World University Championships (WUC), the World University Games (WAG) or other international collegiate competitions, when possible.

V. RULES

1) Laws of Table Tennis:

NCTTA will follow USATT rules, <http://www.usatt.org/rules> with the exception of Team Match play which will be governed by NCTTA rules as described in this section.

2) Uniforms

Team uniforms are **encouraged** to be worn at all NCTTA regional meets. Team uniforms are **required** at the NCTTA National Championships and may be a team shirt, shirt with the school logo, or shirts of the same design or color.

3) Equipment

- a) NCTTA will supply balls for all NCTTA competitions.
- b) Equipment used at NCTTA competitions will conform to USATT/ITTF regulations.

4) Officials

The division director designates (e.g. the best neutral party or person) to serve as the referee for a particular meet. The referee will enforce all rules and make final decisions at meets. It is preferred that the referee be certified by the ITTF, USATT, or another member association of the ITTF.

5) Rule Violations

- a) Any player or school who would like to report violations of playing rules and regulations must do so as soon as they occur (within 48 hours) otherwise the point/game/match result will stand as is.
- b) NCTTA rules violations should be reported to the Grievance Committee. Possible penalties for breaking rules include, but are not limited to:
 - i) Loss of match
 - ii) Not allowed to play in the championships
 - iii) Not allowed to host the championships
 - iv) Revoked NCTTA membership

6) Appealing Decisions

- a) The Grievance Committee's decision on a particular violation of the rules can be appealed to the Executive Board in writing by contacting the NCTTA President.
- b) The Executive Board will meet to discuss the matter and either agree with the findings of the Grievance Committee or overturn the findings. All decisions by the Executive Board are FINAL.

VI. TEAM REGULATIONS

1) Varsity Teams

Each school has one official competing team, which can be considered a varsity team or as will be termed in this document, “Team A.” Each school may also have a varsity competing Women’s team (consisting entirely of women) included in NCTTA competition.

2) Junior Varsity Teams

Schools may field extra scrimmage teams (junior varsity teams) to give more club members an opportunity to compete. Scheduling of the scrimmage junior varsity matches is at the discretion of the division director. The results of matches between junior varsity teams are unofficial and will not count in division standings, but will be posted on the website whenever possible.

3) Rosters: The roster, a list of all potential competitors on a team, must have a minimum of 4 players with eight as a maximum. Only those players listed on the roster are eligible to compete in the meet. The roster should be ordered though not necessarily by ability. The order of this roster will be followed for all matches in that meet. See Roster Example below.

- a) Each school must submit an ordered roster to the division director by the beginning of each NCTTA competition.
- b) Roster changes between meets are permitted up until the time a roster is submitted for a meet. Roster changes during a meet are not allowed.
- c) Should a team be missing a player and go down to three players; the number 1 singles and the doubles will be forfeited.
- d) Two teams with three players each will play 3 singles matches to determine a winner (best of 3, instead of best of 5).
- e) 2 and 1 player “teams” will NOT be permitted to compete.

4) Roster Example

Team Loopers - Meet 1 Roster

1. Player A
2. Player B
3. Player C
4. Player D
5. Player E
6. Player F
7. Player G
8. Player H

Sample Playing Order for Team Matches Based on Competition Roster

Match 1	Match 2	Match 3
1. Player A	1. Player B	1. Player A
2. Player B	2. Player D	2. Player C
3. Player C	3. Player F	3. Player D
4. Player D	4. Player H	4. Player G

5) Doubles Matches

- a) In a doubles match that will decide the winner of a team tie (i.e. a doubles match played when the score is 2-2), the player who played in the #1 singles position **in that particular team tie** must be a part of the doubles team.
- b) If a player that is scheduled to play doubles according to the match lineup is injured and unable to play in the doubles match, the team can select a substitute player from the match lineup. This substitute selection must be made by the end of the singles matches, or the team will forfeit the doubles match.

6) Championship Rosters

Any players who wish to represent their school in the NCTTA National Championships need to have represented the school in a regional meet during that competition season. The involvement means playing a match (singles or doubles) for either the official varsity team (Team A), a junior varsity team (Teams B, C, etc.) or women's team in any of the regional meets.

VII. COMPETITION FORMAT

1) Team Matches (Ties)

- a) Team matches (e.g. JHU vs. Princeton) consist of 4 singles matches and 1 doubles match (4S/1D).
- b) All individual matches will be played out, even if the team match outcome is already determined. For example, a team has already won 3 singles matches, if they were to lose the other two matches, they would win 3-2 instead of 3-0. These matches are relevant for tie-breakers.
- c) Individual matches (e.g. FSU singles #1 vs. Duke singles #1) are best of 5 games to 11 points.
- d) There is a grace period of fifteen minutes before a match will automatically be awarded to the player/team ready to compete. If neither opponent arrives on time for the match, a double default will be recorded.
- e) Meet and division winners will be computed using the following point system.
Teams will be awarded:
 - i) 2 points for a winning a tie
 - ii) 1 point for a non-default loss
 - iii) 0 points for a default loss
- f) Tie breaking procedure: USATT tie breaking procedures will be used as described http://www.usatt.org/organization/tournaments/tournament_guide/ch07_rr_competition.pdf (15b)

2) Schedule

- a) NCTTA competition season officially starts at September 1st of the preceding year and ends 6 weeks before the NCTTA championship in the following year.
- b) Every school must play every other school in its division at least twice during the season. Every team must play each other at least once before December 31st.

- c) Meets will be in whatever format is most convenient for the majority of the schools in the division. Possible formats are frequent smaller meets spread out over the season or one large meet during the fall and spring.
- d) The divisional director is required to schedule a minimum of two (2) official meets in the course of a season.
- e) The division director will announce the meet schedule at the beginning of the season. In order to create a schedule that can accommodate most every school's needs, it is imperative that each school/club president cooperates with his/her division director. Otherwise, the schedule will be made without consideration of that school's availability. Nevertheless, the school will still be bound, by the membership agreement, to compete.
- f) If a school fails to notify the divisional director at least 5 in advance of a scheduled meet, then it will be defaulted from all of their matches in that meet. Nevertheless, in this instance, the meet will still count the above school as a participant. This is to protect the rest of the division because a last-minute withdrawal by a member school can lead to a non-compliance with the 4-team-per-division rule. However, if the above school did notify the divisional director at least 5 days prior, then the director should consider rescheduling the meet, because a 3-team or 2-team meet will not comply with our 4-team-per-division rule unless the schools can make up the lost matches at another time.
- g) All divisional meets need to be completed and divisional winners declared prior to the Championships weekend by a date set by the executive board for that year.
- h) Schools can request to reschedule a meet or their team matches for the following reasons:
 - a. Severe weather
 - b. Transportation issues (car breaks down, flight delayed, got in an accident, etc)
 - c. Sudden death or illness, preventing the school from fielding a team
- i) Rescheduling requests must be made within a 24 hr period before or after the scheduled meet. The division director has the right to deny or grant a reschedule request, but must provide an explanation for his/her decision.
- j) If a school joins a division mid-season, the division director may accommodate them in the schedule if they have met adequate criteria for NCTTA membership (see Membership).

3) Divisions

- a) Divisions are set up according to geographical proximity.
- b) An active division, as defined by NCTTA Constitution, is required to have a minimum of 4 teams.
- c) In order to send a representative to the NCTTA Championships, a division must:
 - i) Comply with the meet scheduling guidelines outlined above.
 - ii) Have all eligible teams satisfy the membership requirements (fees and paperwork) by the appropriate deadline as described in item (3) Membership Requirements of the MEMBERSHIP section
- d) A division with 8 or more teams meeting requirements (i) and (ii) is allowed to send two representatives to the NCTTA Championships.

- e) Any division with 10 or more teams is recommended to conduct its competitions as follows:
 - i) Teams should be grouped into *subdivisions* of as equal size as is possible, based on geographic proximity or other reasonable criteria.
 - ii) Each subdivision will conduct League meets according to NCTTA division rules. Each team in a subdivision will play each other at least twice during the season and at least once before December 31.
 - iii) The champion and runner-up from each subdivision (4 teams in all) will meet in a special Division Championship at the end of the season to determine the overall champion and runner-up for the division. The results of this Division Championship will be used for Nationals qualification for the division.
 - iv) The Division Director may appoint an Assistant Division Director to assist with coordinating competitions for a subdivision.

4) Defaults

A default is when a school does not call or contact the division director within the specified timeframe (see 2(f) above), or just does not show up for a division meet or shows up with less than 3 players.

- a) In any 4 team division there must be at least 4 active playing schools, however, certain exceptions exist to protect a 4 team division when schools do not show up. If 1 school does not show then the division is protected as long as the derelict school has already fulfilled all of its membership requirements prior to the default. If the default happens in the Fall semester the division will need to recruit another school to take its place to be considered an official division.
- b) In any 8 team division there must be at least 8 active playing schools, however certain exceptions exist to protect an 8 team division when certain schools do not show up. If 1 or 2 schools do not show then the division is protected. If the default(s) happen in the Fall semester the division will need to recruit enough schools to replace those that defaulted to be classified as an 8 team division.

VIII. NCTTA COLLEGE CHAMPIONSHIPS (Qualifications, Registration, Entry Form and Schedule)

SEE NCTTA CHAMPIONSHIPS REGULATIONS