**Table Tennis Scotland**

**The Tournament Committee (including office staff) and the Tournament Referee**

1. The committee is responsible for:
   1. Promoting the tournament
   2. Setting the entry fees and other charges
   3. Receiving the entry fees and sending out acknowledgements (office only)
   4. Collection entry fees
   5. Knowing and advising the referee of any ineligible players
   6. Ensuring the commercial success of the tournament
   7. Ensuring sponsors are supported by the tournament as appropriate
   8. The costs of the hall hire
   9. The duration of the tournament
   10. The venue of the tournament
   11. Booking the hall
   12. Booking to accommodation
   13. Setting the dates for the last entries
   14. Arranging for administrative personnel on the day
   15. Arranging for the playing hall to be set out
2. The referee is responsible for:
   1. The management of the tournament on the day(s)
   2. The draw which must be conducted by a minimum of one person for assessments and top 12 evens and two persons for an open draw event.
   3. Checking the eligibility of players and ranking lists with or via the committee.
   4. The scheduling of the tournament
   5. Checking that the playing hall is correctly laid out and safely laid out
   6. Ensuring the rules of TT are upheld
   7. Appointing and directing umpires and match officals
   8. Dealing with any disciplinary or behaviour issues
   9. Deciding on questions of interpretation of the laws
   10. Any late changes to the draw on the day of the tournament
   11. The referees decision is final