

# **How to Sanction a USATT Tournament (JustGo Platform)**

## **1.1 Club Admin Verification**

You must be designated as an Admin at the club submitting the sanction request. You can verify this by logging into JustGo and navigating to My Club. If you can see club profile tiles such as Club Profile, Club Affiliation, Club Membership Setup, and other administrative features, you are a club admin. If you are not set up as a club admin please contact [admin@usatt.org](mailto:admin@usatt.org)

## **1.2 Club Affiliation Status**

You must ensure that your club affiliation is current. Review and update your club membership in the Club Affiliation tile under My Club. Expired affiliations will prevent sanction submission.

## **1.3 SafeSport Compliance**

You must be fully SafeSport compliant, including a current background check and SafeSport training. If you are not sure about your SafeSport Compliance status, you can review status in your own member profile (**NOT CLUB PROFILE!**) under the Credentials tab.

## **1.4. Tournament Officials**

The tournament referee or umpire must be added as a member of your club. If not, the official must log into their own profile and add themselves to the club. The Tournament Official must also be a current USATT Member and fully SafeSport Compliant

## **1.5 Entry Form Preparation**

The tournament entry form must be prepared before submitting the sanction request.

## **1.6 Tournament Sanctioning Form – Pre–Check List**

Before filling up the sanctioning form you need to make sure you gather all the following information on the event you will host

**Tournament Name:** \_\_\_\_\_

**Tournament Date(s):** \_\_\_\_\_

**Venue Name & Address:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_

**USATT Club ID:** \_\_\_\_\_

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### **Tournament Officials**

• **Tournament Director:** \_\_\_\_\_

• **Referee / Umpire:** \_\_\_\_\_

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### **Prize Money**

- **Total Prize Money (Exact Amount): \$\_\_\_\_\_**
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### **Star Designation Requested**

4-Star  3-Star  2-Star  1-Star  0-Star

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### **SafeSport Compliance (REQUIRED to be included in the entry form)**

- I understand USATT's Safe Sport Policy including the organization's Coaching Policy, which requires that all persons who are engaged in coaching activities at USATT Affiliated Member Clubs and/or USATT Sanctioned Tournaments, except parents or legal guardians coaching their own children, must be fully Safe Sport Compliant, which includes completing SafeSport Training offered by the US Center for SafeSport every year and undergoing a criminal background screen every two years.
  - I understand that, pursuant to USATT's Minor Athlete Abuse Prevention Policy, all participants at USATT Sanctioned Tournaments who are over the age of 18 and have regular contact with or authority over minor athletes must complete annual SafeSport Training offered by the US Center for SafeSport. More information on USATT's Safe Sport Policy is available at: <https://www.teamusa.org/usa-table-tennis/athlete-safety/safe-sport>.
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### **General Tournament Information**

- Equipment (Tables, Balls): \_\_\_\_\_
  - Flooring Type: \_\_\_\_\_
  - Lighting Level (LUX): \_\_\_\_\_
  - Seating Capacity: \_\_\_\_\_
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### **1.7 SafeSport Compliance for Staff**

The Tournament Director and any supporting staff listed on the entry blank must be SafeSport compliant.

## **1.8 USATT Compliance**

USATT, and all persons in appropriate Positions of Authority at events sanctioned or hosted by USATT, shall ensure that all recordkeeping and documentation of results related to events in which athletes under USATT's jurisdiction compete are official and kept in accordance with all requirements implemented by the International Table Tennis Federation.

USATT, and all persons in appropriate Positions of Authority at events sanctioned or hosted by USATT, shall implement and abide by the policies and procedures, including USATT's Safe Sport Policy and related Protocols, to prevent the abuse, including emotional, physical, and child abuse, of amateur athletes participating in amateur athletic activities under the jurisdiction of USATT.

## 2.1 Step-By-Step on How to complete a Tournament Sanctioning Request Form (Just Go)

### 2.1.1 Log in to the JustGo platform

- Sign in using your USATT/JustGo account credentials.

### 2.1.2 Go to your club workspace

- From the main navigation, open **My Club**.

### 2.1.3 Open the Club Profile

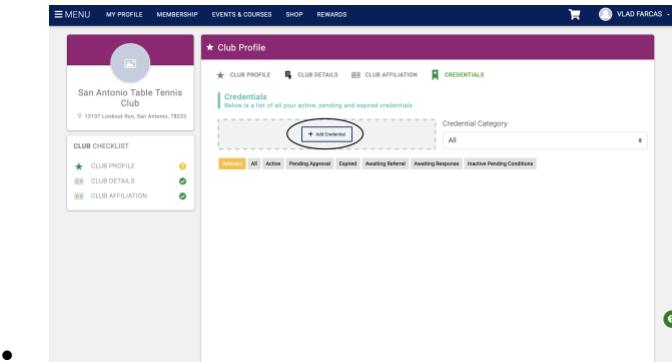
- Under **My Club**, select **Club Profile**.

ID	Start Date	End Date	Owner ID	Owner Name	Status
102040000	12/31/2058	7790075	Vlad Farcas	Submitted	
102040001	12/31/2024	7790075	Vlad Farcas	Pending Approval	
102050000	12/31/2099	88605	Daniel Reynolds	Active	
102050001	12/31/2099	218000	Vlad Farcas	Active	
102050002	12/31/2099	1171001	Carl Munroe	Active	
102060000	12/31/2099	218000	Albert Pekar	Active	
102070000	12/31/2099	218000	Vlad Farcas	Active	
102070001	12/31/2058	88605	Daniel Reynolds	Active	
102080000	12/31/2024	88605	Vlad Farcas	Active	

### 2.1.4 Start a new credential/form submission

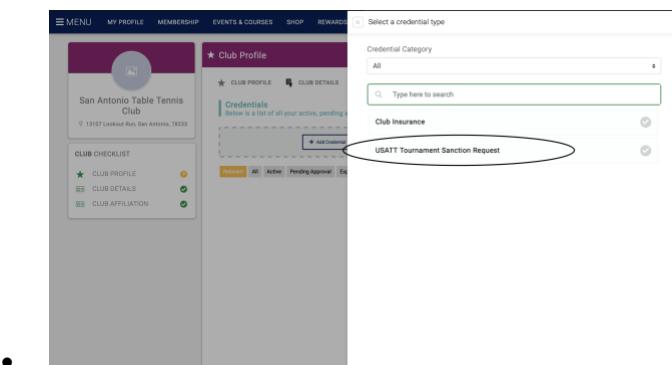
- In the Club Profile area, go to **Credentials**.

- Click **+ Add**.



### 2.1.5 Select the USATT Tournament Sanctioning form

- From the list of available credential types/forms, choose **USATT Tournament Sanctioning Form**.



### 2.1.6 Fill out the sanctioning request form

- Complete all required fields (tournament details, dates, venue, star level, officials, prize money, etc.).

**Important items to watch out for while completing the form:**

- Tournament Referee not showing in the dropdown**
  - This usually means the referee/umpire is **not added as a member of your club**.
- Tournament Referee name is visible but blurred and not selectable**
  - This is usually because either:
    - The official's **USATT membership is expired**, or
    - The official's **SafeSport Compliance credential is not Active**.
- Tournament Director cannot be selected**
  - This is usually because either:

- The Tournament Director is **not a member of your club**, or
  - The Tournament Director's **SafeSport Compliance is not Active**.
- **Upload your Entry Form**
  - Make sure you **upload your Entry Form (Entry Blank)** when submitting the sanctioning request.
- **Select the correct Tournament Type**
  - For most events, choose **Other USATT Sanctioned Events**.
  - Only select **State Open** or **State Closed** if the event is part of the **USATT State Series**.

#### **2.1.7 Submit the form**

- Review all information carefully.
- Confirm officials, SafeSport compliance, and uploaded documents.
- Click **Submit** to complete the sanctioning request.