



UNIVERSITY SPORTS SOUTH AFRICA TABLE TENNIS

Office of the Chairperson

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CIRCULAR 1

28th October 2025

To: HEAD / DIRECTOR OF SPORTS DEPARTMENT
SPORT MANAGERS /ADMINISTRATORS / OFFICERS: TABLE TENNIS CLUBS

Dear Sir/Madam

USSA Table Tennis National Championships 28th Nov- 03 Dec 2025

USSA Table Tennis & SPU extends a warm invitation to all those Institutions affiliated with USSA Table Tennis to attend the 2025 USSA Table Tennis tournament taking place in the Sports Halls at SPU Campus. Arrival date is on the 28th of November 2025, as the competition starts on the 29th of November 2025.

Please take note of the important information seen below and the forms that need to be submitted.

DATE OF COMPETITION

Hosted by Sol-Plaatjie University:	29 Nov - 02 Dec 2025
Arrival at SPU Sport Hall	11h00-16h00 on 28 Nov 2025
Campus Departure:	10h00 Wednesday 03 Dec 2025

DEADLINES

USSA 1 form	17h00 Wed 17 Oct
USSA 2 forms	12h00 Wed 31 Nov
USSA 3 form	12h00 Wed 7 Nov

ACCOMMODATION, MEALS AND FINAL DINNER

Sol Plaatjie residences are available at the cost of R795.00 per student, with 3 meals and bedding, provided.

For any further information on accommodation please contact: neo.malope@spu.ac.za and dondashe@spu.ac.za

2025 STUDENT & MEDICAL AID CARDS

Please could University Team Managers ensure that all students bring their 2025 student cards to the event. These will not only be used to verify that you are in fact a bona fide student and need to be presented at registration, but you will need them to gain access to facilities as well as for entry to the functions.

Each University must bring a non-competing manager. Please make sure that all managers are aware of the bona fide definition of a student which is clear on the USSA 3 form and below and all their players must abide by this as signed off by the Registrar of your University.

Note that official letters of proof of registration & Post Grad letters need to be submitted together per student.

a) Students officially registered with a member club of USSA at a higher education institution recognized by the appropriate national academic authority in the country (i.e. Department of Higher

Education and Training) for a programme of at least 120 SAQA credits during the year of participation on NQF Level 5, and approved by that institution's senate. This includes bridging courses, although only one (1) attempt at completing any bridging course will be allowed at any institution. Students enrolled for bridging courses must have a matriculation endorsement or a certificate of exemption issued by the Matriculation Board. This excludes students who are enrolled for short courses or are registered for courses or modules or units of study that are less than 120 SAQA credits.

b) Students actively involved in pursuing his/her academic career, i.e. attending lectures, submitting assignments, writing tests and examinations in order to be promoted to the next level of study.

c) In the case of a postgraduate student, a letter from the Registrar (or appointed representative of the Registrar) of the participating institution in question is required for all honours, masters and doctoral students indicating that the student is making satisfactory progress towards the completion of his/her postgraduate degree.

d) In the case of foreign students, a certified copy of the study permit along with a proof of registration, passport and student cards must be produced. Refugees are only required to produce confirmation of their refugee status and meet the bona fide requirements in a), b), and c).

Students must ensure they have their medical aid cards with them and team managers must ensure they have their players' medical details in case of any emergencies.

COSTS

The Costs for the Tournament will be as follows: -

Accommodation and Meals	SPU managers neo.malope@spu.ac.za/dondashe@spu.ac.za
Caution Fee	R0-00 per person (VAT not applicable)
Final Dinner	R304.08 per person (VAT included)
Approved Levy	R2 200.00 PER INSTITUTION

TOURNAMENT FORMAT

The maximum number of players allowed: 16 players (4-4 males and 4-4 females)

All matches to be played best out 5 (singles semis/finals will be best of 7), team events will also be a 5-match scorecard format, and doubles/mixed doubles will be a straight knockout format.

The draws will be done after team registrations

Please do not hesitate to contact us if you have any queries.

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USSA Table Tennis Chairperson
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Email:ntuthuzelolusithi7@gmail.com

Miss Felleng Mofokeng
USSA Table Tennis Secretary
Cell: 082 976 0784
Email: mofokengfpe@ufs.ac.za

Mr. Neo Malope
Sol Plaatjie University
Sport Officer
Email: neo.malope@spu.ac.za

USSA 2025 TABLE TENNIS PROGRAM

FRIDAY 28 NOV

Team arrivals

14:00-15:45 Team Registration

16:00-17:00 AGM

17:15-18:00 Opening ceremony

20:00-21:00 Training time

END OF THE DAY

SATURDAY 29 NOV

08:45-09:00 Team Manager's Meeting

09:15 -13:15 Team events start

13:20-14:05 Lunch

14:15 -16:15 Doubles start (first round)

16:20-19:20 Team events knockouts

END OF THE DAY

SUNDAY 30 NOV

08:45-09:00 Team Manager's Meeting

09:15-13:15 Singles Finals

13:20-14:05 Lunch

14:15 -16:15 Mixed doubles

16:20-19:20 Singles first round

END OF THE DAY

MONDAY 01 DEC

08:45-09:00 Team Manager's Meeting

09:15 -11:15 Team events semis

11:20-13:15 Doubles Semis

13:20-14:05 Lunch

14:15 -16:15 Mixed doubles Semis

16:20-17:45 Singles knockouts to Semis

END OF THE DAY

TUESDAY 02 DEC

08:45-09:00 Team Manager's meeting

09:15 -12:15 Team events Finals

12:25-13:15 Doubles Finals

13:20-14:05 Lunch

14:15-15:30 Mixed Doubles Finals

15:45-17:00 Singles Finals

19:15-20:30 Awards presentation and Gala Dinner

END OF THE DAY

WEDNESDAY 03 DEC

09:00-10:00 Campus Departure

THE PROGRAM IS SUBJECT TO CHANGE; MANAGER'S WILL BE NOTIFIED



UNIVERSITY SPORT SOUTH AFRICA

USSA/1

ENTRY FORM

CONFIRMATION OF PARTICIPATION / APPLICATION FOR ACCOMMODATION

This form must reach the host institution **60 days** before the start of any competition.

COMPETITION DETAILS

SPORT :

COMPETITION TYPE :

DATE :

HOST :

DETAILS OF PARTICIPATING INSTITUTION

INSTITUTION :

TELEPHONE : **CELLPHONE:**

E-MAIL :

PARTICIPATION IN TOURNAMENT

YES

NO

ACCOMMODATION REQUIRED

YES

NO

If YES, **FROM:** **TO :**

NUMBER OF PERSONS REQUIRING ACCOMMODATION:

MEN : **WOMEN:** **TOTAL:**

NUMBER OF PERSONS NOT REQUIRING ACCOMMODATION:

MEN : **WOMEN** : **TOTAL** :

DIRECTOR/HEAD OF SPORT: **DATE:**

SIGNATURE: _____



UNIVERSITY SPORT SOUTH AFRICA

USSA/2

COMPETITION FEES FORM

This form with payment must reach the host institution **45 days** before the start of the competition. No team shall be allowed to participate if their competition fees are not paid in full.

COMPETITION DETAILS

SPORT :

TOURNAMENT TYPE :

DATE :

HOST :

DETAILS OF PARTICIPATING INSTITUTION

INSTITUTION :

ACCOMMODATION –
NUMBER OF NIGHTS BOOKED (Refer to USSA/2 form) :

NUMBER OF PERSONS REQUIRING ACCOMMODATION :

CALCULATION OF EXPENSES:

Accommodation (R..... X persons X nights) R

The NUSA must apply to the USSA NEC for approval to host a final dinner

Final dinner fees (R..... X.....persons) R

The NUSA must apply to the USSA NEC for approval of the Levy

Tournament levy (.....) R

TOTAL AMOUNT DUE TO HOST INSTITUTION R

HEAD OF SPORT (please print full names) :

SIGNATURE : **DATE :**



UNIVERSITY SPORT SOUTH AFRICA

USSA/3

NOMINATIVE ENTRY FORM

This form must reach the host not later than 14 days before the start of the competition

DETAILS OF USSA COMPETITION

SPORT :

DATE :

HOST :

PARTICIPATING INSTITUTION :

CRITERIA FOR PARTICIPATION IN USSA COMPETITIONS

Article 3.4.1 of the USSA Regulations, stipulates that – “*Only a bona fide student registered with a club of a member institution of University Sport South Africa (USSA) may participate in a USSA competition. A bona fide student is defined as a person who is:*

- a) *Students officially registered with a member club of USSA at a higher education institution recognized by the appropriate national academic authority in the country (i.e Department of Higher Education and Training) for a programme of at least 120 SAQA, regardless of registration status (i.e. full-time or part-time) on NQF Level 5, and approved by that institution’s senate. This includes bridging courses, although only one (1) attempt at completing any bridging course will be allowed at any institution. Students enrolled for bridging courses must have a matriculation endorsement or a certificate of exemption issued by the Matriculation Board. This excludes students who are enrolled for short courses or are registered for courses or modules or units of study that are less than 120 SAQA credits.*
- b) *Students actively involved in pursuing his/her academic career, i.e. attending lectures, submitting assignments, writing tests and examinations in order to be promoted to the next level of study.*
- c) *In the case of a postgraduate student, a letter from the Registrar (or appointed representative of the Registrar) of the participating institution in question is required for all honours, masters and doctoral students indicating that the student is making satisfactory progress towards the completion of his/her postgraduate degree.*
- d) *In the case of foreign students, a certified copy of the study permit along with a proof of registration, passport and student cards must be produced. Refugees are only required to produce confirmation of their refugee status and meet the bona fide requirements in a), b), and c).*

Institutions must certify in advance that all their students selected for teams are bona fide students and that they comply with all the above-mentioned regulations. The Registrar (or his/her appointed representative who may not be a sports administration employee) of the relevant institution, must personally sign this form. Should a specific institution wish to change its team, then the Registrar will have to certify that the replacements are

bona fide students who comply with the above-mentioned regulations.

The team management must be certified by the Director/Head of Sport, and NO sports manager/officer/administrator must sign anywhere in this document.

The competition organising committee shall be responsible for ratifying the bona fides of all participants before the start of the competition. Team Managers shall submit the original student cards, ID/Passport, and Proof of Registration of their respective team members to the Organising Committee for accreditation purposes. The National Executive Committee (NEC) of USSA may investigate at any time, even after the completion of an event/competition, the academic status and eligibility of a competitor.

ACCOMMODATION REQUIREMENTS

DETAILS OF PARTICIPATING INSTITUTION

INSTITUTION :

TEL : **MOBILE:**

E-MAIL :

DATE OF ARRIVAL : **TIME :**

DATE OF DEPARTURE : **TIME :**

ACCOMMODATION REQUIRED – NUMBER OF NIGHTS :

NUMBER OF PERSONS REQUIRING ACCOMMODATION :

NUMBER OF PARTICIPANTS:

MEN : **WOMEN** : **TOTAL :**

NUMBER OF OFFICIALS:

MEN : **WOMEN** : **TOTAL :**

NUMBER OF REFEREES/UMPIRES:

MEN : **WOMEN** : **TOTAL :**

NUMBER OF PERSONS NOT REQUIRING ACCOMMODATION:

MEN : **WOMEN** : **TOTAL :**

MEANS OF TRANSPORT :

CERTIFIED BY THE HEAD/ DIRECTOR OF SPORT

I wish to certify that the above information is correct to the best of my knowledge.

NAME (please print full names) :

CAPACITY : **HEAD/DIRECTOR OF SPORT**

SIGNATURE :

DATE :

TEAM MANAGEMENT

1. Each team is under the control of a manager who at all times, shall take full responsibility for the supervision and behaviour of the team.
2. The appointment of team managers is subject to strict selection. Participants may not act as managers. When a non-staff member is selected, then such a person must be approved by the Principal/Rector (or appointed representative) of his/her institution.
3. If a team is mixed, separate managers shall be appointed wherever possible for men and women teams on the same basis. An exception is made for smaller teams with 4 or fewer number of participants. In the case of institutional teams, the Principal/Rector (or appointed representative) may appoint one of the members of the team as being responsible for the team. This written approval must be submitted to the Organising Committee with the official entry forms.
4. In the event of misconduct by a student(s) or official(s), such person(s) shall be sent home without reimbursement of participation fees.

TEAM OFFICIALS

TEAM MANAGER	:
COACH – Men	:
COACH – Women	:
ASSISTANT COACH	:
ASSISTANT COACH	:
MEDICAL OFFICER 1	:
MEDICAL OFFICER 2	:
MEDIA OFFICER	:

CERTIFICATION OF TEAM MANAGEMENT

I wish to certify that the above-mentioned officials were approved by this Institution.

NAME (please print full names) :

CAPACITY : **HEAD OF SPORT / DIRECTOR OF SPORT**

SIGNATURE :

DATE :

MALE PARTICIPANTS

	NAME OF STUDENT	STUDENT NUMBER	COURSE OF STUDY	SAQA CREDITS FOR THE COURSE/PROGRAM
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
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17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
Above students approved by Registrar (please initial here): ►				

FEMALE PARTICIPANTS

	NAME OF STUDENT	STUDENT NUMBER	COURSE OF STUDY	SAQA CREDITS FOR THE COURSE/PROGRAM
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
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17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
Above students approved by Registrar (please initial here): ►				

CERTIFICATION OF TEAM MEMBERS

1. Institutions must certify in advance that all their students selected for teams are bona fide students in terms of Article 3.4.1 of the USSA Regulations (refer to page 1). The Registrar (or appointed representative, who may not be a head of sport or sports officer) of the relevant institution, must personally sign this form. Should a specific institution or province wish to change its team, then the Registrar will have to certify that the replacements are bona fide students who comply with the USSA regulations. This certification must be submitted at the team managers and captains meeting. Students who are not certified as bona fide students may not participate in USSA tournaments.
2. Should an official of an institution/province deliberately misinform USSA and/or the Organising Committee of an event/tournament about the eligibility of a competitor(s), the team of the sport concerned will be excluded from further participation in the event/tournament and all earlier results obtained in the event/tournament will be nullified. Such fraud could be the grounds for the termination of that institution's membership of USSA.
3. If a person attempts to compete by means of fraud (non bona-fide student), such a person shall immediately be excluded from the event/tournament and shall be sent home without reimbursement of participation fees. Should this fraud be attempted in a team event, the team will also be excluded from further participation and all earlier results obtained in the event/tournament will be nullified. The National Executive Committee (NEC) of USSA shall further consider whether this exclusion should also apply to all future and other sporting events of USSA. A report will be forwarded to the appropriate National Federation and a reprimand will be addressed to the Rector/Principal of the guilty individual's and/or team's institution.

CERTIFIED BY REGISTRAR/DEPUTY REGISTRAR/DEAN OF STUDENTS/DIRECTOR OF STUDENT AFFAIRS

It is hereby certified that all participants listed above are bona fide students and that they are registered with a sports club of this institution.

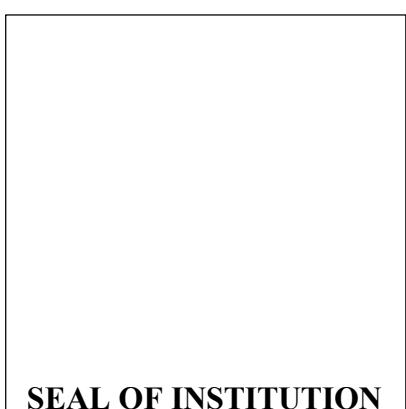
INSTITUTION :

NAME (please print full names) :

DESIGNATION :

SIGNATURE :

DATE :



SEAL OF INSTITUTION