



## 2023 USATT Competition Management Seminar

USATT invites all member clubs to join a Competition Manager Seminar designed for those interested in learning how to successfully organize USATT events. While prior competition management skills are not required, a background in table tennis is necessary. This seminar provides valuable knowledge for clubs looking to enhance their event management capabilities and contribute to the success of table tennis in the United States.

- 1) **Contacts:** Vlad Farcas – USATT Event Coordinator

[Vlad.Farcas@usatt.org](mailto:Vlad.Farcas@usatt.org)

- 2) **Location:** Ontario Convention Center

2000 E Convention Center Way, Ontario, CA 91764

- 3) **Dates:** December 14-15, 2023

- 4) **Official Hotel:** Double Tree By Hilton – Ontario Airport

222 N Vineyard Ave, Ontario, CA 91764, United States

- 5) **Seminar Experts:** Vlad Farcas – Seminar Conductor

Gorazd Vecko – International Competition Manager

Tina Ren – USATT Membership Services

1. **Application Conditions:** All applicants must be USATT members. The maximum number of participants is set to 15 (fifteen). For a successful selection participants should fulfill the following criteria:
  - a. to be able to communicate and speak in English fluently;
  - b. to have their own laptop

- c. To have knowledge and experience of working with Microsoft Office applications, mainly Excel, but also Word and PowerPoint, and possess advanced level internet skills.
- d. To have a table tennis background, as a player, coach, umpire, referee, delegate, organizer, manager or similar.
- e. To have good organizational and interpersonal skills in general. To be motivated to accept assignments from USATT to officiate at events.

**2. Selection Process:**

- a. The selection will be application-based, whereby USATT will make the selection based on the candidates' background and the mentioned criteria, including gender balance, and regional approach.
- b. The selected applicants will be informed via email by USATT HQ.

**3. Application Deadline:** All Applicants must complete following [Application Form](#) – [LINK](#) before November 15<sup>th</sup> – Late applications will only be considered if there are empty spots

**4. Seminar Fee: \$200** – if applicant is endorsed by USATT Member Club

**\$300** – if applicant signs up as a sole individual

To qualify for the discounted rate – USATT member club must submit official letter of interest on club letterhead explaining how endorsed participant will help develop more USATT Events at the member club.

Coffee & Refreshments will be provided

All Participants will receive a USATT Goodie Bag

**Benefits of Completing USATT Competition Management Course:**

- Participants will receive a participation **certificate** after the completion of the Seminar, which needs to be attended fully.
- There is no formal examination featured during or after the Seminar, however, participants will be evaluated by the Expert and their proactive participation will also contribute to their final assessment.
- Positively assessed participants may be offered further education and will be added on the **Certified Tournament Director Database** which will be available for all USATT Member Clubs opening new

opportunities for them to be employed as contractors to run USATT Events for Member Club

**Seminar Agenda: - [APPLICATION LINK](#)**

December 14, 2023

9:30am – Introduction to USATT Competition Management Course

10:30am – Tournament Director/ CM Skills Presentation

11:30am – Sanctioning Process/ Entry Form Process

1:30pm – Lunch Break

3:00pm – Pre-Tournament Venue Preparation Process

4:00pm – Tournament Director Roles/ Official Roles

5:00pm – Special Guest – Gorazd Vecko – ITTF Competition Manager Course Conductor

7:30pm – End of Course Day

December 15, 2023

9:30 am – SafeSport Info Session/ How SafeSport applies to USATT Events

10:30am – Basic Scheduling

11:30am – Tournament Software introduction/ OmniPong

1:00pm – Lunch Break

2:30pm – OmniPong Test Tournament

4:30pm – Event Promotion skills

6:30pm – Post-Event Process/ Submitting Reports and Results