



Army Table Tennis Association (ATTA)

Aldershot Garrison Sports Centre (AGSC)
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GU11 2LQ

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See Distribution

25 June 2025

Administrative Instruction – Army Table Tennis Training & Round Robin Competition + Inter Corps Cup – Mon 8 – Thu 11 Sept 25

References

- A. [ATTA Safety Management Plan](#)
- B. [JSP660: Sport in the UK Armed Forces \(UKAF\)](#)

Situation

1. **General.** The 2025 Army Table Tennis Training & Round Robin Competition + Inter Corps Cup¹ (in short [ATTA Round Robin Competition](#) to cover both) will be held at the Aldershot Garrison Sports Centre (AGSC) Gymnasium from Mon 8 to Thu 11 Sept 25. All players are to be available for all 4 days to benefit from the coaching and support the matches.

Aim

2. The aim of this event is to encourage maximum participation in the sport from across the whole Army. The event will provide a fantastic opportunity for Team Coaches / Captains to consider their respective squad selections for any upcoming Fixtures and the Inter Services later in the season. The event will also set the conditions for the upcoming [Army Table Tennis Training & Championships + Inter Unit Competition on 9 – 12 Feb 26](#). To that end, all those involved with Army Table Tennis whether at Army, Corps or Unit level are requested to publicise the event and to positively encourage participation.

Execution

3. **Eligibility.** The [ATTA Round Robin Competition](#) is open to all serving Army personnel (Regulars & Reserves) alongside members within the University Officers' Training Corps (UOTC) and Civil Servants².

4. **Format.** The format used will depend upon the number of entries that are received. It is anticipated that there will be several qualifying groups. Those who qualify from the Round Robin group stages will go forward to the knockout rounds which will lead to Quarter and Semi Finals followed by a Final for each Event. There will be an element of

¹ This will be the inaugural Inter Corps Cup and will be take place annually as part of the ATTA Round Robin Competition.

² Civil Servants under the current policy cannot be crowned as Champion/s therefore it will be awarded to the next in line if qualifies, e.g. the Runner Up.

seeding to ensure a spread of talent across each of the qualifying groups. Matches will be played over the best of 5 sets except for the Finals which will be played over the best of 7 sets. Competitors shall be prepared to act as umpires.

5. **Inter Corps Cup.** The Inter Corps Cup will consist of the following set up with further Rules & Guidance at Annex A:

a. Each Corps Team for the Inter Corps Cup will consist of 3 x players, in case of injury, one substitution can take place under the decision of the ATTA and/or Official ATTA Round Robin Competition Referee.

b. **All players on a Corps Team must officially be from the same Corps to be awarded the title of ATTA Inter Corps Champions.**

6. **Round Robin Competition Individual Tournament.** The Round Robin Competition Individual Tournament will consist of the following 3 Events:

a. Men's (Open) Singles – states 'Open' to raise number of Women's matches

b. Women's Singles

c. (Open) Doubles – states 'Doubles' if time or numbers allow

Missions and Tasks

7. **ATTA President.** The ATTA President is requested to attend to conduct the Presentation ceremony.

8. **ATTA Chair.** Coordinate the overall running of the event and its component parts and assure the safe delivery of the event. Sign and publish all OSW for the event. Coordinate visits from VIPs.

9. **ATTA Secretary.** Facilitate the running of the event. Publicise the event and distribute any key information. Conduct the risk assessment and manage any medical matters during the event. Be the POC for any queries, and conduct lessons learnt capture for future events.

10. **ATTA Treasurer.** Monitor and track entry payments. Confirm to the ATTA Chair that all players have paid entry fees before participating in this event. Assist with purchasing and processing any payments of any required equipment and kit for the upcoming event.

11. **Event Coach.** Deliver an engaging coaching plan for the event, that can develop from beginner to Army level.

12. **ATTA and/or Official ATTA Round Robin Competition Referee.** Plan and run the event, both Competition & Tournament. Provide the resources to conduct the event and act as the ATTA Championships official to advise on the entire Event rules and regulations. Conduct the registration process at the start of the event.

13. **ATTA Social Media & Web Host Manager.** Promote the event on all ATTA Media outlets, which covers the ATTA Social Media platforms such as [Instagram](#) and [Facebook](#) plus [Defence Connect](#) and the [ATTA Website](#), alongside other key [Webpages](#) to increase participation and spread essential information. Capture photos and videos of the event to

publicise on all ATTA Media outlets. Coordinate visits from external Military / UKAF Media outlets such as [British Forces Broadcasting Service \(BFBS\)](#) and [Soldier Magazine](#) to gain additional professional content. Manage and update all ATTA Media outlets with results and rankings if required upon conclusion of the event.

14. **ATTA Equipment Manager.** Ensure that all equipment is in serviceable order before the event. Highlight any equipment deficiencies to the ATTA Treasurer

15. **ATTA Presentations Member.** Purchase the required Presentation pieces and ensure the return of trophies from previous winners. Ensure the ATTA Honours Boards within the AGSC are updated post event.

16. **Players.** Engage in the event. Pay entry fees by the start of the event and adhere to timings. Follow direction from the Event lead and alert them when leaving the hall. Assist with daily set up and tear down of the hall set up, and BPT score matches as required.

17. **Common to all.** Assist with the smooth running of the event. Report any lessons learnt to the ATTA Secretary to facilitate in the improvement of future events.

Coordinating Instructions

18. **Timings.** The outline of dates and times:

a. Mon 8 Sept 25.

- 0830 – 0845 hrs: Players arrive at **0830** for registration and assist in set up
- **0845 – 0915 hrs: Registration (All)**
- 0915 – 0945 hrs: Introduction & Welcome by the ATTA Chair & Coaches. (All players to attend).
- 0945 – 1200 hrs: Group Coaching Session
- 1200 – 1230 hrs: Practice Session
- 1230 – 1330 hrs: Lunch Break
- 1330 – 1400 hrs: Practice Session
- 1400 – 1600 hrs: Group Coaching Session
- 1600 – 1630 hrs: Practice Session
- 1630 – 1700 hrs: Equipment placed in ATTA Store

b. Tue 9 Sept 25.

- 0830 – 0900 hrs: Players arrive at **0830** and set up.
- 0900 – 0930 hrs: Inter Corps Cup Brief / Warm Up Session
- 0930 – 1230 hrs: Start Inter Corps Cup

- 1230 – 1330 hrs: Lunch Break
 - 1330 – 1630 hrs: Continue Inter Corps Cup
 - 1630 – 1700 hrs: Equipment placed in ATTA Store
- c. Wed 10 Sept 25.
- 0830 – 0900 hrs: Players arrive at **0830** and set up.
 - 0900 – 0930 hrs: Round Robin Competition Individual Tournament Brief / Warm Up Session
 - 0939 – 1230 hrs: Start Round Robin Competition Individual Tournament
 - 1230 – 1330 hrs: Lunch Break
 - 1330 – 1630 hrs: Continue Round Robin Competition Individual Tournament
 - 1630 – 1700 hrs: Equipment placed in ATTA Store
- d. Thu 11 Sept 25.
- 0830 – 0900 hrs: All to arrive at **0830** to set up for remaining match Finals.
 - 0900 – 1300 hrs: Finish Key Matches (Quarter Finals if needed plus Semi Finals & Finals to include Open & Women's Singles Finals to be played last).
 - 1300 – 1400 hrs: Presentation of Prizes (all players to attend where possible).

Please note that all players (including those knocked out during the Round Robin stages) are expected to attend the last day including the Presentations.

Service Support

19. **Dress.** Individuals **must** adhere to the following dress direction. Whilst participating players shall wear recognised table tennis clothing or appropriate sports kit. White shirts and vest tops are **not** permitted. The Army Table Tennis Association (ATTA) and/or Official ATTA Round Robin Competition Referee, in the matter of dress, will have the final decision and anyone not meeting the requirement will be disqualified. Any Army Table Tennis player attending who has any outstanding Army Table Tennis kit must bring it to the event for it to be collected in by ATTA Kit Manager, Cpl Dilip Rai.

20. **Sporting Equipment.** White plastic match balls will be provided for matches. **All competitors MUST BRING A BAT**

21. **Entry Forms.** Those wishing to enter are to complete the online MS Entry Form individually at Annex B or use the direct link provided – [ATTA Round Robin Competition](#) – and complete it by **COP Mon 1 Sept 25**. Entries received after that date will **not** be accepted.

22. **Inter Corps Cup Registration.** Please note for the Inter Corps Cup registration it will take place on the first day of this event, there is also no limit to the number of Corps Team entries per Corps so let the best one win!

23. **Entry Fees.** Many costs will be funded through ATTA funds, however a small entry fee of £10 per player is required. This amount will be used to offset the cost of Coaching and Presentations. Personnel are to pay online (highly recommended) or via their bank.

a. To pay online the details are:

(1) Account Name: ASCB Account

(2) Sort Code: 16-19-26

(3) Account No: 10529980

(4) **Transfer Reference:** ATTA to start then last 4 numbers of your **Service Number** followed by first four letters of your **surname**, e.g, **ATTA1234Culf**

b. The fees of £10 per player must be paid prior to player's participation. Please ensure the payment is made with enough time for funds to clear to assist the ATTA Treasurer. Failing that please get in touch via email if there is an issue with payment. Under no circumstances will players be permitted to participate without payment having been received.

c. **NO CASH IS TO BE USED.**

24. **Authority for Travel.** Participants are to complete the Entry Form at the link provided – [ATTA Round Robin Competition](#). Release from Units must be obtained from individuals Chain of Command (CoC), and details are to be placed on Part 1 Orders (P1Os) or other equivalents. Unit Travel Budget (UTB) is permissible at Unit's discretion. Self-evidently, participants are expected to make the most efficient use of available transport including use of the military white fleet. Every effort is to be made to reduce costs by sharing transport whenever possible.

25. **Accommodation and Feeding.** The key details you required are listed below.

a. Players requiring accommodation are to arrange it for themselves but should be aware that limited-service transit accommodation is available within the Aldershot Garrison, noting all feeding in the area is PAYD. The main camp used within Aldershot Garrison is St. Omer Barracks, Thornhill Road, GU11 2BG.

b. **Please complete the accommodation booking form located on our Website at [ATTA Trg & Round Robin Competition + Inter Corps Cup | british_army_tt \(armytabletennis.org\)](#) ASAP.**

c. If you require any more information, the number for the Accommodation Booking Operator SLAMIS is **01252 355960** and their email address is DIORDPFI-PACSLAMISTeamGpMail@mod.gov.uk

d. Once your allocation is confirmed, all details about the accommodation available and feeding arrangements will be emailed to you along with your booking

confirmation under "Garrison Visitors' Accommodation Booking Terms and Conditions".

26. **Insurance and Booking Out.** All players are reminded of the need to have the details of your participation published on P1Os or other equivalents to provide the necessary insurance cover. In addition, personnel are to book out with their Admin Office to be move and tracked on JPA accordingly.

27. **Fit to Participate.** All those participants who are not Medically Fully Deployable (MFD) are to participate within their limitations of their Appendix 9 (App 9). Service Personnel (SP) must have at least a digital copy of their App 9 and alert the Event Coach as to any activity that they are unable to participate in. Furthermore, participants must be fit to participate each morning, and any suspect of alcohol or substance abuse will be reported to the individual's CoC, and the SP will be Returned to Unit (RTU'd).

28. **Medical.** Please see directions further below.

- a. Actions on minor casualty; injured persons are to make themselves known to the coach and secretary. The individual will be triaged and if necessary, taken to the duty medic within AGSC.
- b. Actions on major casualty; the coach and secretary are to be made aware immediately and are to dial 999. AGSC Ops are to be informed immediately and treated initially by the AGSC duty medic. Participants are to be prepared to be posted as runners to guide the ambulance and medics.
- c. A detailed emergency action flow chart, including key numbers for JCCC and DIAB can be found in the [ATTA Safety Management Plan](#)

29. **Reporting of Serious Incidents, Accidents or Near Misses.** Please refer to Annex C of this AI for actions required in case of any Serious Incidents, Accidents or Near Misses.

30. **Media.** SP are to be aware that photos and videos will be taken throughout this event by the ATTA and other external Military / UKAF agencies to promote the sport on Military and Public Media outlets. Any individual not wishing to have photos and/or videos along with personal details shared of themselves are to provide their details to the ATTA Social Media & Web Host Manager.

31. **ATTA Round Robin Competition Queries.** Any queries are to be made to the ATTA event coordinator who will give guidance and if required will make a clear decision in consultation with relevant ATTA Committee Members. The ATTA and/or Official ATTA Round Robin Competition Referee's decision is final regarding the ATTA Round Robin Competition, which includes both the Inter Corps Cup plus the Round Robin Competition Individual Tournament, and general International Table Tennis Federation (ITTF) rules for playing the sport of table tennis.

32. **Further Information.** Details of this event will initially be promulgated through this Administrative Instruction (AI) and the PD DownRep. In addition it will be posted onto the ATTA Website under [Army Table Tennis Training & Championships + Inter Corps Cup](#) for people to enter, and will also be placed onto the ATTA Social Media pages such as [Instagram](#) and [Facebook](#) plus [Defence Connect](#). This AI contains the rules for the Inter

Corps Cup at Annex A, the Entry Form for potential participants at Annex B, and addressees are requested to promulgate these details as widely as possible.

Command and Signal

33. **Points of Contact (POC).** The POC's for the Army Table Tennis Training & Championships + Inter Corps Cup are:

The Primary POC:

- Capt Khem Gurung - Email: atta_secretary@outlook.com

Alternative POC's are:

- Cpl Hannah Bacon - Email: army_table_tennis@outlook.com

- Capt Matt Hutson - Email: Matthew.Hutson101@mod.gov.uk

(Original Signed)

M HUTSON
Capt
ATTA Chair
Matthew.Hutson101@mod.gov.uk

Annexes:

- A. Competition Rules & Guidance – 2025 Army Table Tennis Inter Corps Cup
- B. Individual Entry Form – 2025 Army Table Tennis Training & Championships + Inter Corps Cup
- C. Reporting of Serious Incidents, Accidents or Near Misses

Distribution:

Action:

ATTA Committee Members
All Army Players - Via Team Captains and ATTA Secretary

Information:

Army Sport
BFBS Aldershot
Soldier Magazine
Forces News

Competition Rules & Guidance – 2025 Army Table Tennis Inter Corps Cup

1. Each Corps Team for the Inter Corps Cup will consist of 3 x players unless one Team member gets injured on which one substitution can take place under the decision of the Army Table Tennis Association (ATTA) and/or Official ATTA Round Robin Competition Referee.
2. Corps Teams can be comprised of male and female players.
3. One player within the Corps Team must be a novice player which is defined as a player who has not competed previously in a local league or Competition either in the UK or overseas.
4. **All players on a Corps Team must be from the same Corps³ to be awarded the title of ATTA Inter Corps Champions.**
5. To enhance participation it is acceptable for 3 players from different Corps to make up a Team, however they will not be permitted to go through to the main knockout part of the Event (after the Inter Corps Team Round Robin group stages they will automatically go into the Consolation / Plate Event no matter how well they have done as they cannot officially be awarded the title of ATTA Inter Corps Champions if they are not all from the same Corps).
6. Every Corps Team is to list their players in ranking order with their best player listed at number 1 and their weakest player listed at number 3. If a substitute player is used in a match they must be listed as per their ability (either at 1, 2 or 3). The order of players listed is not to be changed about, it must remain in their true ranking order for the whole Inter Corps Cup.
7. Each match will consist of 3 x singles matches so the outcome of each match will always produce a winner (3-0 or 2-1). All matches will be played as a best of 3 (first player to win 2 games). Only in the Semi Finals and Final of the main event will the matches be played as a best of 5 match (first player to win 3 games).
8. Corps are permitted to enter more than one Corps Team (to be named A, B, C etc). The Corps Teams should be in ranked order (i.e., Team A being the strongest, Team C the weakest).
9. In the initial Round Robin group stages, all Corps Teams will take turns to umpire their own matches. This will continue for the later stages with an ATTA Committee member or allocated neutral Official umpiring the Final.
10. In the Round Robin group stages if a count back is required (i.e., when a few Corps Teams have beaten each other and there is no outright group winner) it will be worked out on overall games won (then on points if required) so all group stage matches are to be played out in full. In the knockout stages of the Main Event and Consolation / Plate Event if

³ Evidence such as MyMUSTER to be presented, if challenged.

time dictates for matches to be concluded at the earliest opportunity once a Corps Team has gone 2-0 up in the match this is acceptable (preferably all 3 matches should be played out to obtain an accurate overall score for each match if timelines permit).

11. Any queries are to be reported to the ATTA and/or Official ATTA Round Robin Competition Referee who will give guidance and if required will make a clear decision in consultation with relevant ATTA Committee Members. The ATTA and/or Official ATTA Round Robin Competition Referee's decision is final regarding the ATTA Championships, which includes this said Inter Corps Cup, and general International Table Tennis Federation (ITTF) rules for playing the sport of table tennis.

12. Should it be established that a Corps Team has not obeyed and played by the above rules the Corps Team could face disqualification and may be subject to AGAI (Army General and Administrative Instructions) disciplinary action via their parent Unit if their conduct is deemed by the ATTA Committee as unacceptable behaviour and therefore unsporting.

13. All matches (players & Corps Teams) should be actively supported, enjoyed, and conducted in a mutually respected sporting manner.

14. Corps Team list/s are to be submitted in person to the ATTA and/or Official ATTA Round Robin Competition Referee on the first day of this event on whichever day that falls which is currently a Monday.

15. In line with the eligibility of the Army Table Tennis Training & Round Robin Competition this also applies to the Inter Corps Cup, which is open to all serving Army personnel (Regulars & Reserves) alongside members within the University Officers' Training Corps (UOTC) and Civil Servants. **Please note Civil Servants under the current policy cannot be crowned as Champion/s therefore it will be awarded to the next in line if qualifies, e.g. the Runner Up.**

ENTRY FORM

ARMY TABLE TENNIS TRAINING & ROUND ROBIN COMPETITION + INTER CORPS CUP: MON 8 – THU 11 SEPT 25

By individually entering the [ATTA Round Robin Competition](#) at the links provided or further below via the QR Code, you should then commit to being available for the duration of all 4 days. Note where possible participation includes supporting the Finals and staying for the Presentations on Thursday afternoon, Thu 11 Sept 25. Please ensure that you provide a valid email address as this will be used to notify you of any changes.

Link & QR Code for Entry Form plus AI's and Accomd Booking Form:
[ATTA Round Robin Competition](#)



atta_secretary@outlook.com –

Capt Khem Gurung, ATTA Secretary controls this email address – if you require confirmation of your place email Khem directly

For the **Inter Corps Cup registration** it will take place on the first day of this event, there is also no limit to the number of Corps Team entries per Corps so let the best one win!

Entry Fees. To pay online the details are:

Account No: **10529980** / Sort Code: **16-19-26** / Account Name: **ASCB Account**

Transfer Reference: ATTA to start then last 4 numbers of your Service Number followed by first four letters of your surname, e.g, **ATTA1234Culf**

The fees of £10 per player must be paid prior to player's participation. Under no circumstances will players be permitted to participate without payment having been received. Please ensure the payment is made with enough time for funds to clear to assist the ATTA Treasurer. Failing that please get in touch if there is an issue with payment.

NO CASH IS TO BE USED

ALL ENTRIES MUST BE RECEIVED BY COP MON 1 SEPT 25

Please return the Accommodation Booking Form to:
diordpfi-pacslamisteamgpmail@mod.gov.uk

Reporting of Serious Incidents, Accidents or Near Misses

All occurrences (accidents, incidents, dangerous occurrences, unsafe acts and near misses) as well as those involving the hospitalisation of a SP, or if the Coastguard has been called out, **MUST** be reported using the MySafety system on Defence Connect at ASCEN-ARC-Mailbox@mod.gov.uk.

The following types of casualties **MUST** be reported to the Joint Casualty & Compassionate Centre (JCCC) as soon as possible:

- Deaths; For a death to be notified there must be no doubt whatsoever as to the fact.
- Missing and Returned from Missing (RFM); this includes kidnapping and detention by a foreign power but not illegal absence.
- Casualties medically categorised as; Very Seriously Ill (VSI), Seriously Ill (SI), Ill, Unlisted Casualties (UL) and casualties who have been unexpectedly admitted to hospital and medically categorised as UL.

The number that is to be used is for JCCC is: **01452 519951**. This number is manned 24 hours daily. Further information is here, [JSP751 Part1 Vol1](#).

All (potentially) safety related accidents and serious incidents which result in the death or serious injury (any injury that could be life threatening or life changing, such as paralysis, the loss of a limb or an eye) of a SP or a civilian where it is related to MoD employment, activity or estate, including sport, should be reported as soon as possible to the Defence Accident Investigation Branch (DAIB).

The number that is to be used for the DAIB is: **01980 348622**. This number is manned 24 hours daily. Further information is here, [2024DIN06-024-DAIB](#).

If an incident occurs, associated with GOC Regional Command (RC) Commander's Critical Information Requirements (CCIR), you are to ensure that appropriate action is taken in accordance with, [0012 INCIDENT REPORTING](#). It should be noted that GOC RC is Chair of the Army Sport Board.

All occurrences, accidents, incidents, dangerous occurrences, unsafe acts and near misses as well as those involving the hospitalisation of a SP, or if the Coastguard has been called out that have been reported to any of the above, **MUST** be reported to Army Sport, via respective Ops Managers at the earliest opportunity (information only).