



SERVICE BEFORE SELF



Salwan Public School

Sector 15 (II) , Gurugram

Proudly hosting



CBSE CLUSTER XV GIRLS TABLE TENNIS TOURNAMENT

From August 22-24, 2025

VENUE :

**SALWAN PUBLIC SCHOOL, SECTOR 15(II),
GURUGRAM, HARYANA -122001**

CONTACT US FOR REGISTRATION: 9818436918, 7986447086

Salwan Public School
Sector- 15 Part (II), Gurugram - 122001

Date : 05/08/2025

The Principal,

CBSE affiliated Schools Cluster XV (Panchkula region)

Subject: Invitation For CBSE Cluster XV Girls Table Tennis Championship 2025-26, age Group: Under14,17 & 19 Girls.

Dear Principals,

We are pleased to inform you that Salwan Public School, Sector-15, will be hosting the CBSE Cluster XV Girls Table Tennis Championship 2025–26 for the age groups Under 14, 17, and 19. On behalf of CBSE, our School Management, Staff, and Students, we extend a warm invitation to your Girls Table Tennis teams to participate in this prestigious event scheduled from 22nd to 24th August 2025.

Important Participation Details

- Entries must be submitted online only; offline entries will not be accepted.
- Please find attached the list of required documents for participation.
- Kindly review the CBSE guidelines on eligibility, rules, and regulations available at <https://www.cbsegames.in>.

◆ **Consent & Travel Plan**

- Submit the consent form and travel plan (arrival & departure) via email by 16th August 2025 (Saturday).
- If a team is unable to participate after sending consent, please inform us via email for logistical adjustments.

◆ **Document Verification**

- All original documents verifying the age and Bonafide status of players must be carried by the Team Manager/Coach at the time of reporting.
- Failure to produce original documents will result in forfeiture of participation rights.

We look forward to your enthusiastic participation and assure you of a memorable sporting experience.

With regards

Rashmi Malik
(Principal)

Enclosures

1. Important Information – Annexure 1
2. Rules and Regulations – Annexure 2
3. Consent Form – Annexure 3
4. Registration Form – Annexure 4
5. Team Photograph with Officials – Annexure 5
6. Travel Plan – Annexure 6
7. Accommodation Requirement Form – Annexure 7
8. **Food Requirement Form – Annexure 8**


Salwan Public School

Sector- 15 Part (II), Gurugram – 122001

Annexure-1

CBSE Cluster Girls Table Tennis Championship 2025-26

01	Tournament	CBSE Cluster Girls Table Tennis Championship 2025- 26
02	Age Groups	Age Group (s) Under 14,17 & 19 years
03	Event Dates for Girls	22 nd – 24 th August 2025
04	Managers Meeting	21 August 2025 at 05:00 p.m.
05	School Address	Salwan Public School, 1494/E, Part II, Sector 15 Part 2, Sector 15, Gurugram, Haryana 122001.
06	Sports Coordinator	Mr. SANJEEV DAHIYA (9818436918)
07	Contact No. (Transportation)	Mr. DHARMENDER (9891759815)
08	E-mail	ttclusterXV@salwangurgaon.com
09	Website	https://spsgurugram.edu.in/
10	Nearest Railway Station	4.7 km from the Gurugram railway station.
11	Nearest Bus Stand	3.4 km from the bus stand.
12	Nearest Metro station	5.4 km from Huda city metro station.
13	Transport Facility	Arrangements for conveyance to and from the facility can be made, provided a request is submitted before 16th August, from either Gurgaon Railway Station, Bus Depot, or HUDA Metro Station.
14	Caution Money	Each School has to deposit Rs. 2000/- cash as Caution money (Refundable)
15	Lodging & Boarding Charges	Rs. 500/- per head.
16	Accommodation (In house)	Accommodation will be provided to the teams on first come first basis. Teams will be responsible for the belongings.
17	Essential Guidelines for Team Participation.	<ol style="list-style-type: none"> 1. Only manager/sports Coach must accompany the teams. 2. Parents will not be entertained with the team. If parents accompany their children, they must arrange accommodation outside on their own. 3. Water Bottle, Mosquito repellent cream, light blanket /Sheet (desirable, not essential) & a torch. 4. All teams are requested to bring lock & key, School Uniforms & their school flag. 5. Teams are requested not to carry any valuable item.

18	Travel Plan	Please send your travel plan along with the detailed entry latest by 16 August 2025 (Saturday).
19	All coaches/team managers are requested to scan the given code and join the WhatsApp group	

ACCREDITED REPRESENTATIVES (TEACHER/COACH/MANAGER)

1. All the teams shall be accompanied by a Teacher/Coach/ Manager designated by the participating school Principal.
2. No team will be permitted to participate without accompanying official.
3. No team will be permitted to participate with any parent. However if a parent is accompanying the team officially, such information may be provided by the school on the school letterhead.
4. No team shall be accompanied by more than one official. **(Preferably female)**

The official accompanying the team shall have a valid identity card issued by their school Principal.

5. Non-registered Person shall not be permitted to stay on the school premises and on the play field along with the teams.

General / Mandatory Instructions

1. Taking part in the Opening Ceremony, March Past is mandatory for all schools..
2. Coach/ Manager shall be held responsible for their student's behavior and use of cuss language.
3. During the event only participants will be entitled to enter in the **Table Tennis** court, other players/Coach should stay out of **Table Tennis** court.
4. Players must give their attendance to the reporting official 30 min prior to the scheduled time of game.
5. It is mandatory for all the schools to deposit the required amount for all the days of competition as per CBSE norms at the time of registration.
6. Students movement outside campus is permitted only with the respective coaches.
7. It is mandatory for all female Coaches & Managers to stay with students in the allotted accommodation rooms. Male coaches will be permitted separate accommodation in the campus area.
8. Use of tobacco, cigarettes , and liquor is strictly prohibited on the school campus accommodation area. If any coach/manger/student is found drunk or smoking on the school campus accommodation area, his/her team shall be disqualified with immediate effect and the same will be informed to their Principal. Other serious consequences may also follow.
9. The host school shall not be responsible for any incident that may happen outside of the school campus during outing of any coach/manager/ team or players.
10. School property must be maintained in its original condition. In the event of any damage, the school responsible will bear the associated costs. The host school reserves the right to retain the security deposit until the matter is resolved.
11. A movement register will be maintained for coaches, managers and participants.
Coaches, managers and participants need to enter the details in the register for outside movements kept at the main gate guard room.

Important dates:

1	Last date of filling of entry form	16 August 2025 (Saturday)
2	Last date for sending request for Boarding & Transportation	16 August 2025 (Saturday)
3	Tournament Dates	22 nd To 24 th August 2025
4	Manager/Coaches Meeting with host team School	21 August 2025 at 05:00 p.m.
5	Verification of Documents OF Participants	21 August 2025
6	Opening Ceremony	22 August 2025 at 8:30 am
7	Award Ceremony	24 th August 2025

11. Only Veg meals will be served on the school campus

12. Avail the breakfast, lunch/ dinner as per the timings without any delay.

Meals:

- Morning Tea : 06:00a.m. to 06:30 a.m.
- Breakfast : 07:30 a.m. to 08:30 a.m.
- Lunch : 01:00 p.m. to 02:00 p.m.
- Evening Tea : 04:30 p.m. to 05:00 p.m.
- Dinner : 08:00 p.m. to 09:00 p.m.
- Food coupons can be obtained on arrival from the registration counter after registration for all 3 days.
- The coupon should be handed over to the canteen staff on duty at the time of availing meals.

List of Documents

Kindly ensure that the following details in the form of hard copy are submitted at the registration counter at the time of registration.

1. Student Id / Admit Card form (with unique Id and photo) signed by the school Principal.
2. List of Participants from the School signed by the principal.
3. Proof for date of birth (Birth Certificate/ Bonafide from School) And Original Aadhar Card for each child.
4. Scanned copy of fee receipt of Annual Sports fee of Rs. 10,000/- paid to CBSE for 2024-2025.
5. All the teams will have to deposit the security amount of Rs.2,000/- (Refundable) to the registration Counter at the time of registration.
6. Group photograph of the team with the principal's signature and seal.
 - a) School flag for opening and closing ceremonies.
 - b) 2 Passport size photographs of the participants.
7. Copy of the online registration duly attested by the Principal of the School.

Rules and Regulations

1. All the matches will be played according to the rules of the Table Tennis Federation of India (TTFI) as adopted by them from time to time, with modifications wherever applicable.
2. Every school can send one team comprising of maximum four players, in Under 14, Under 17 & Under 19 yrs separately category.
3. The team shall consist of maximum four & minimum of two players.
4. The order of play shall be as follows:

(i)	A	v/s	X
(ii)	B	v/s	Y
(iii)	Doubles		
(iv)	A	v/s	Y
(v)	B	v/s	X

5. The matches up to quarter final stage will be played as best of three games. Semifinal & final matches will be played as best of five games.
6. The balls to be used in the tournament shall be ITTF approved.
7. From each Cluster, the First position winning teams and First Runner Ups in each age group, category shall qualify to participate in the Nationals.
8. No change in composition of team from Cluster level to National level will be allowed.
9. The school Organizing Cluster level competition shall take a Group Photo of the teams/Individual Players that have qualified to participate at National level competition. The photo shall be signed by the host school Principal and forwarded to the school organizing next level of competition along with the original entry Performa.
10. At Cluster level the tournament will be organized on knock out basis.
11. At National level team championship shall be organized on league cum knock out basis.

INDIVIDUAL CHAMPIONSHIP – AT CLUSTER & NATIONAL LEVELS

- (b) In addition to the team championship, separate Individual Championship will be conducted at each Cluster level.
- (c) At Cluster & National levels, the Individual Championship shall be organized on knock out basis.
- (d) In Cluster level Individual Championship, only the schools that are participating as a **'team'**, shall be eligible to sponsor only one player to play in Individual Championship...
- (e) The scoring system as per norms.
- (f) From each Cluster, the 1st & 2nd position winning players of individual championship shall qualify to participate in the Nationals.

IMPORTANT

1. Players can take time out for one minute, once in whole match.
2. Expedite system shall come into operation if a game is unfinished after 10 minutes play. If the expedite system is introduced, all subsequent games of the match shall be played under the expedite system.
3. Play shall be continuous throughout a match except that a player is entitled to:
 - (a) An interval of up to one minute between successive games of a match.
 - (b) Brief intervals for toweling after 6 points from the start of each game and at the change of ends in the last possible game of a match.
4. In each age group, as per TTFI ranking list, the top ten ranking players shall be eligible to play directly at National level in "Individual Championship" team of his/ her school. However, if any player, ranking in top ten, has played at respective Cluster level Individual Championship, and has lost, shall no more be eligible to participate in Individual championship at National level.

Note: For SGFI, the team will be selected on the basis of individual championship.

Top 5 players will participate in SGFI nationals.

Proforma of Letter for sending consent of participation to the Organizers

The Principal,
Salwan public school
Sector 15 part 2
Gurugram122001.

Subject : Consent of participation in CBSE Cluster XV Girls Table Tennis Championship under 14,17 & 19

Dear Sir,
This is to Confirm that our school would be participating in the CBSE Cluster XV Girls Table Tennis Championship, being organized at **Salwan Public School Sector 15 part (II) Gurugram**

The age Category (Girls under _____/_____/_____/_____/_____
years)

NAME OF CONTACT PERSON : _____

SCHOOL'S PHONE NO./PERSON : _____/_____

E-MAIL ID FOR COMMUNICATION : _____

Thanking you

Yours faithfully
Principal

School Seal

REGISTRATION FORM
CBSE Cluster Girls Table -Tennis Championship 2025-26

Name of School : _____

School Address : _____

School Contact No. : _____ CBSE Affiliation No. _____

Principal's Contact No. : _____

Discipline : Table -Tennis Category : _____

Sr. No.	Name of the Student	Class	Adm. No.	Date Of Birth	CBSE Reg.No. (IX,X,XI,XII)
1					
2					
3					
4					
5					

Principal's Signature

Bring original copy with the Team School Name

Team Girls U



Team group photograph with Principal, Manager and Coach in "7X5" Duly attested by School Principal

Team Photograph

1.	Name of the Coach _____	Mobile No. _____	Photograph Duly attested with Principal
2.	Name of the Manager _____	Mobile No. _____	Photograph Duly attested with Principal

Principal

(Name of school with school seal)

CBSE Cluster Girls Table Tennis Championship 2025 – 26

Travel Plan**Mandatory : To be filled in and sent to the organizing School on or before 16th August 2025(Saturday)**

Name of the School : _____

Phone Number : _____

Complete Postal Address : _____

Email Address : _____

Name of the manager & Coach : i) _____ Mobile No. _____

ii) _____ Mobile No. _____

Arrival at Gurugram Railway Station/ Bus Stand	Train Name _____, Train No. _____ Date : _____, Time _____
Departure from Gurugram Railway Station / Bus Stand	Train Name _____, Train No. _____ Date : _____, Time _____
Number of Participants	Girls _____(in number)
Number of Teacher / Coach	Male/Female: _____(in number)
Accommodation required	YES/NO ()

Sports In-charge

School Seal

Signature of Principal

ACCOMMODATION**(Please fill in one form for each team)**

Name of School _____

School Address _____

Accommodation required for () Days : _____

From _____ to _____

Reporting time : _____

Departing time : _____

Team : U-14 () U-17 () U-19() (Tick the appropriate box)

S. No.	Team Manager/ Coach Name	Designation	Mobile No.
1.			

S. No.	Student Name	Class
1		
2		
3		
4		
5		

Sports In-charge

School Seal

Signature of Principal

Food (Breakfast,Lunch, Dinner)
(Please fill in the required numbers)

Dates	Meals		
	22-08-25	23-08-25	24-08-25
Breakfast			
Lunch			
Dinner			

(Lodging, boarding and meal charges will be refundable to only those participants who inform at the help desk 24 hours before leaving the campus. Amount payable will be after deduction of charges till that date.)

- Dinner for 21 .08. 2025 will be charged at Rs. 200/- per head & rest of the days meals and accommodation will be charged @ Rs. 500/- per person per day.

School Seal

Signature of the Principal