

# Civil Service Active Wellbeing Week

July 1-5  
2019



## How to... set up a Table Tennis tournament

What better way to celebrate Active Wellbeing Week than with a 'Friendly' Table Tennis tournament? Everyone can join in, it's easy to set up and most importantly it's great fun. If you need a little help setting it up, here are some handy tips to get you ping ponging.

### Getting started

- Use the [Active Wellbeing Fund](#) to purchase a table and equipment for your office.
- Book a room big enough to set the table up, allowing enough space for all to play and enough time to complete a tournament.
- Send an email out advertising the tournament to as many people as possible. Include a sign-up-by date and send a reminder the day before.
- Organise and circulate the fixtures to all participants. Why not post the schedule around the office for some spirited competition. Check out [Table Tennis England](#) for some tips.
- Consider a certificate or small prize for the winner.

### Get playing

- It's a good idea to notify players of the [rules](#) as not everyone will have played before.
- Post a schedule near the table and ask that each result is added. This is much easier to keep track of. Alternatively, you could create an online document.
- Keep your colleagues updated with the scores to share the fun.

Once the tournament is set up and running, you can sit back and relax as your colleagues have fun getting active. Unless of course you're competing too!

Don't forget to post your action shots on twitter and facebook using [#ActiveWellbeingWeek](#) for a chance to win some pamper prizes for your office