

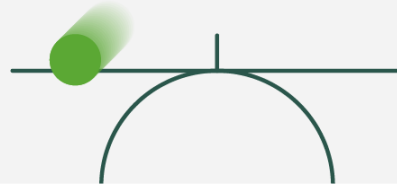


ITTF WORLD PARA CIRCUIT

# DIRECTIVES

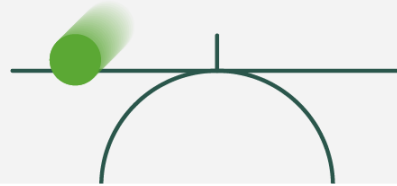
NOVEMBER 2024

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## 1. ITTF World Para Circuit Tiers

In 2025, the ITTF will establish the following tiers on the ITTF World Para Circuit:

1. **Elite Series Events:** a maximum of six (6) tournaments worldwide
2. **Challenger Events:** a maximum of eight (8) tournaments worldwide
3. **Future Events:** a maximum of ten (12) tournaments worldwide

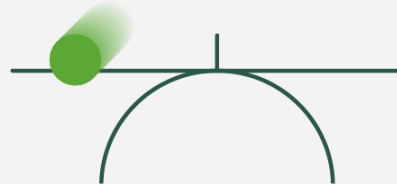
The specific requirements for each level of tournaments are:

### 1.1 ELITE SERIES EVENT:

- ITTF approved flooring is **mandatory** for the competition and warmup/practice tables.
- Competition tables should be ready for practice at least 1 day before competition starts.
- Show court implementation for one (1) TV table **from Day 1 till final**.
- Streaming of minimum four (4) competition tables (2 standing + 2 wheelchair) on the ITTF YouTube channel or any ITTF chosen platform.
- Implementation of the ITTF Graphics for the streaming.
- Secure and fast internet (Ethernet Lan connection) at least **500 MB** upload and download must be provided to the ITTF Competition Manager.
- Each table must have the lighting conditions with at least **1200 lux**.
- LOC must provide a professional photographer to cover the event.
- No other tournaments organized simultaneously.
- **5- or 6-day** tournament on a **minimum of 8 tables**.
- Warmup/Practice area with at least same number of tables for Competition.
- Each court size must be at least **7x14m for standing** and **6x8m for wheelchair**.  
The final number of wheelchair and standing tables will be decided after the entry deadline by the Competition Manager of the event.
- No Classification will take place.
- Participation fee is **USD 50** per player per tournament.
- A hosting fee of **USD 500** is to be paid by the LOC to the ITTF.

### 1.2 CHALLENGER SERIES EVENT:

- ITTF approved flooring is **mandatory** for the competition and warmup/practice tables.
- Competition Tables should be ready for practice at least **one (1)** day before competition starts.
- Show court implementation for one (1) TV table at least for the **last day** of the singles events.
- Streaming of minimum two (2) competition tables (1 standing + 1 wheelchair) on the ITTF YouTube channel or any ITTF chosen platform.
- Implementation of the ITTF Graphics for the streaming.
- Secure and fast internet (Ethernet Lan connection) at least **300 MB** upload and download must be provided to the ITTF Competition Manager.
- Each table must have the lighting conditions with at least **1000 lux**.
- LOC must provide a professional photographer to cover the event.
- No other tournaments organized simultaneously.
- **4- or 5-day** tournament on a **minimum of 8 tables**.



- Warmup/Practice area with at least same number of tables for Competition.
- Each court size must be at least **6x12m for standing** and **6x8m for wheelchair**.  
The final number of wheelchair and standing tables will be decided after the entry deadline by the Competition Manager of the event.
- Prior to the event a 2-day U23 tournament can be organised. (*no participation fees*)
- One classification panel might be appointed depending on the needs.
- Participation fee is **USD 40 per player per tournament**.
- A hosting fee of **USD 400** is to be paid by the LOC to the ITTF.

### 1.3 FUTURE SERIES EVENT:

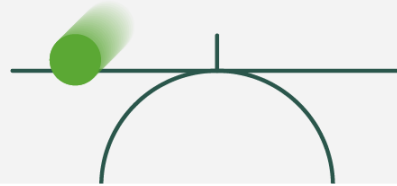
- Sports flooring is mandatory, ITTF Approved flooring is recommended.
- Competition Tables should be ready for practice at least 1 day before competition starts.
- If TV streaming is offered, minimum 2 competition tables (1 standing + 1 wheelchair) on the ITTF YouTube channel or any ITTF chosen platform.
- Implementation of the ITTF Graphics for the streaming is recommended.
- Secure and fast internet (Ethernet Lan connection) at least **150 MB** upload and download must be provided to the ITTF Competition Manager.
- Each table must have the lighting conditions with at least **800 lux**.
- LOC must provide a professional photographer to cover the event.
- **3- or 4-day** tournament on a **minimum of 7 tables**
- Warmup/Practice area with at least 75% of the number of tables for Competition.
- Each court size must be at least **6x12m for standing** and **6x8 for wheelchair**.  
The final number of wheelchair and standing tables will be decided after the entry deadline by the Competition Manager of the event.
- Prior to the event a 2-day U23 tournament can be organised. (*no participation fees*)
- One or Two classification panels might be appointed depending on the needs.
- Participation fee is **USD 35** per player per tournament.
- A hosting fee of **USD 300** is to be paid by the LOC to the ITTF.

## 2. General Requisites

### 2.1 APPOINTMENT OF THE TOURNAMENT DIRECTOR

The Organizing Committee obligations start as soon as you know that your event is included in the 2025 World Para Circuit calendar. Your priorities and responsibilities are:

- Nominate a responsible Tournament Director who, from that point, is the key person for all contacts with the ITTF Competition Department staff and with other interested parties.
- The Tournament Director is responsible for all communications as well as sending updated reports to the ITTF Competition Manager.
- Please note that a first initiating contact should be made as soon as your event is confirmed in the calendar with the signature of the contractual agreement and the payment of the tier fee.



## 2.2 INVITATIONS

The invitations should be prepared in the document called **Prospectus**, including all the necessary information related to the event. The Prospectus **shall be prepared using the ITTF official template document provided by the ITTF Competition Department and design team** sent for revision 3 months before the start of the Tournament. Additionally, an Organizer's Visa form may be sent to the ITTF, so it is included in the official package of information published.

Entries shall be made on-line through the online entries system for the World Para Circuit Events.

We urge all Organizing Committee to respect the deadline for prospectus submission and to pay special attention to the importance of meeting the basic communication requirements included in this document.

Not following these deadlines may force the ITTF to withdraw the event from the ITTF World Para Circuit calendar without further delay following a written notice. Penalty fee of 1000 USD will be applied.

All items listed on the prospectus template are to be completed (except the name of the ITTF Competition Manager, who will be appointed by ITTF) and that the system of play and schedule shall be in line with your application document submitted to be part of the 2025 Calendar.

No official document related to your 2025 World Para Circuit event is to be released without the approval of the ITTF Competition Department.

## 3. Sub-Events

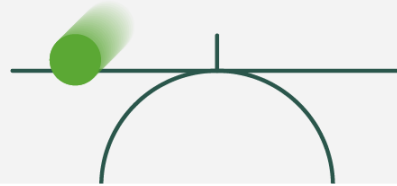
All tiers must include the following sub-events.

- Men's Singles (classes MS1, MS2, MS3, MS4, MS6, MS7, MS8, MS9, MS10, MS11)
- Women's Singles (classes WS1, WS2, WS3, WS4, WS6, WS7, WS8, WS9, WS10, WS11)
- Men's Doubles (classes MD4, MD8, MD14, MD18, MD22)
- Women's Doubles (classes WD5, WD10, WD14, WD20, WD22)
- Mixed doubles (classes XD4, XD7, XD10, XD14, XD17, XD20, XD22)

*Only sub-events with minimum of 4 entries from -at least- 2 different Member Associations will be held. Sub-events will be combined if both criteria are not met*

## 4. Entries

Entries will only be accepted from ITTF Affiliated Member Associations and NPCs any other organisation needs to have the endorsement of MA or NPC. By default, the deadline for entries is automatically set 30 days before the starting date of the Tournament in the Prospectus. Additional entries are not accepted after the deadline unless officially extended. The number of entries is limited based on the number of tables, number of events and number of competition days available, but participation is guaranteed for each association officially entered. Maximum number of entries is fixed according to the below chart:



Tables	Competition Days			
	3	4	5	6
8	110	130	170	190
10	140	170	200	220
12	170	200	230	250
14	200	240	260	280
16	230	270	290	310
18	250	300	320	340
20	280	330	350	370

**Note: The ITTF Competition staff will decide combinations of events/tables/days.**

If the total number of entries exceeds the maximum acceptable number of players, each entering association is guaranteed to have at least **1 player per gender per class**, and the remaining places will be filled by the Competition Manager to the maximum from the existing entry list according to the latest available World Ranking on the date of the entry deadline. All the other players will be placed automatically on a waiting list and can be late additions to the entries in order of the World Ranking if there is a sport cancellation.

If there are more available places than players with World Ranking position, the entries shall be taken into consideration on a **first come first served basis** – that is those entries sent the earliest within the entry deadline.

For cancellations after the entry deadline, a cancellation fee will be charged for each entered person: players, coaches, medical staff, delegates, accompanied persons.

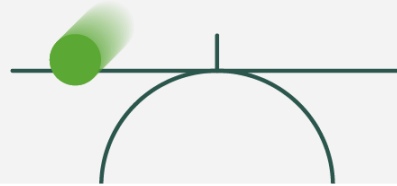
## 5. Schedule

- In case of 3 days event (**Future**): 1.5 days for singles + 1.5 days for doubles
- In case of 4 days event (**Future** or **Challenger**): 2 days for singles + 2 days for doubles
- In case of 5 days event (**Challenger** or **Elite**): 3 days for singles + 2 days for doubles
- In case of 6 days event (**Elite**): 3.5 days for singles + 2.5 days for doubles

*Confirmed Schedule will be announced at the time of confirmation of entries.*

## 6. Playing Facilities

As mentioned in the specific requirements, a minimum of 8 competition tables is required for the Elite Series and Challenger events, and 7 competition tables for the Future events. A practice facility is mandatory, where the minimum number of tables is 75% of the competition tables (and not less than 4) for Future events and 100% of the competition tables for Elite and Challenger Series events. Practice facilities should be in the same sport hall or otherwise they should be within walking distance.



## 7. Match Officials

Match Officials (referees, umpires, and other officials) will be appointed according to the Directives for Match Officials for World Para Table Tennis (PTT) Events\*. The number of officials required will be number of tables × 2 + 4.

**The Local Organizing Committee (LOC) is responsible for:**

### Referee Team:

- 1 International Referee and 2 International Deputy Referees.
- Full hospitality (single room accommodation) and daily allowance as per the latest published version of the Directives for Match Officials.
- The Referee is to arrive 2 days prior to the event for preparations, while Deputy Referees should arrive 1 day prior.
- Travel expenses of the Referee team, in accordance with the ITTF financial policy for service providers (economy class flight, 2nd class train, or mileage reimbursement).
- Visa costs.
- Local transportation from the destination airport to the hotel and venue.

### Umpires:

- Full hospitality (twin room accommodation) and daily allowance as per the latest published version of the Directives for Match Officials available on the ITTF URC website.
- Local transportation from the destination airport to the hotel and venue.

## 8. ITTF Officials

The appointed ITTF Competition Manager is responsible for implementing the ITTF's design and philosophy on how to run our World Para Circuit events.

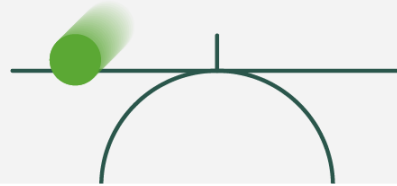
**His/her responsibilities are defined as follows:**

The ITTF Competition Manager will work closely with the Referee in the tournament in all "technical" matters of the event such as:

- Entries, eligibility, seeding and draw.
- Time schedule
- Allocation of matches by tables for each round.
- Advertisement banners
- Exposure of the sponsors

The host Association of the ITTF World Para Circuit will provide free hospitality in at least a 4 \*\*\*\* hotel with a secure Internet connection to the ITTF Competition Manager (or a designated official), who will arrive up to (3) days before the start of the event.

**Internet access must be provided free of charge in both the sport hall and the hotel to the ITTF Competition Manager.**



The ITTF Competition Manager will prepare, following the event, a tournament evaluation report to provide feedback for future involvement and affiliation to the ITTF World Para Circuit.

## 9. Classification and Medical Services

### 9.1 CLASSIFICATION

Classification of new players will be only offered in Future events.

- Elite events: the ITTF may appoint one (1) classifier for observation purposes.
- Challenge events: the ITTF may appoint two (2) classifiers for reevaluation purposes
- Future events: the ITTF will appoint one two (2) to five (5) classifiers depending on the number of new players to be classified.

Classifiers will arrive 3 days before the start of the competition, and they will leave the last days of competition. The LOCs provide free hospitality in single rooms in at least a 4 \*\*\*\* hotel with a secure Internet connection.

Daily allowance for classifiers is 70 USD per overnight that must be paid either in USD or the equivalent amount in EUR by LOC.

For Challenge and Future tournaments, one or two classification rooms will be required.

Each of the classification rooms must be a private space of 12m x 8m or bigger with the following equipment:

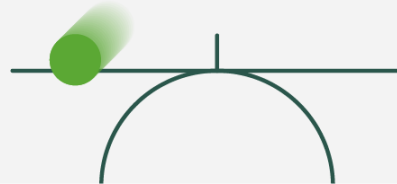
- 1 desk
- 5 chairs
- Electrical power sockets
- Wi-fi Internet connection
- Table tennis rubber flooring
- 1 table tennis table with net
- 30 balls
- Hydroalcoholic gel
- 1 medical bench for athletes' examination
- Disposable gloves
- Disposable paper sheets to cover the bench
- Water, coffee or other refreshments
- Laser printer and blank paper

### 9.2 MEDICAL SERVICES

#### 9.2.1 Introduction

The safety and well-being of all athletes, officials, and attendees at ITTF Para Table Tennis events are of paramount importance. This Medical Services Plan outlines the necessary medical arrangements and protocols to ensure efficient and effective medical support throughout the event.





### 9.2.2 Objectives

- Provide comprehensive medical care and support for all participants, including athletes, coaches, officials, and staff.
- Ensure compliance with ITTF regulations regarding medical services at events.
- Offer prompt first aid, emergency medical response, and treatment of injuries or illnesses.
- Establish clear communication protocols between medical personnel, organizers, and relevant authorities.

### 9.2.3 Medical Personnel

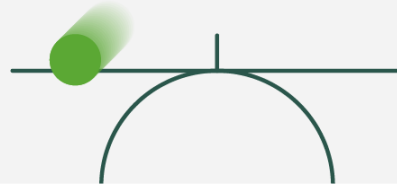
The Local Organizing Committee (LOC) must ensure the following personnel are available:

- Event Doctor(s):
  - One or more licensed medical doctors available on-site during all competition and training sessions.
  - Responsible for overseeing all medical operations and decision-making.
- Physiotherapists/Medical Support Staff
  - At least two physiotherapists or physical therapists experienced in handling sport-related injuries, particularly for para-athletes.
  - Availability of sports massage therapists, if possible.
- Emergency Medical Technicians (EMTs):
  - A team of trained EMTs should be on standby, especially during high-risk periods such as competitions.
- Ambulance Service:
  - At least 2 ambulances (1 for players, 1 for spectators/staffs) with a qualified team must be on standby during all event hours for immediate transport in case of emergencies.

### 9.2.4 Medical Facility and Equipment

The Local Organizing Committee (LOC) must ensure the following medical facility and equipment are available:

- On-Site Medical Room:
  - At least 2 dedicated medical room/clinic equipped with essential medical supplies and equipment (1 for players, 1 for spectators/staffs) should be provided within the venue.
  - Location must be clearly signposted and easily accessible to athletes and event staff.
- Medical Equipment:
  - Basic first aid supplies (bandages, antiseptics, splints, etc.).
  - Defibrillator (AED) and oxygen supply for emergency cardiac care.
  - Stretchers and wheelchairs.
  - Necessary equipment for managing common sports injuries (ice packs, tape, etc.).
  - Medication for pain relief, anti-inflammatory drugs, and necessary prescription medications (as allowed by WADA regulations).



### 9.2.5 Coordination with Local Health Authorities

The Local Organizing Committee (LOC) must coordinate with local hospitals, clinics, and health authorities to ensure that:

- Medical staff are aware of the event and prepared to receive potential patients.
- Ambulance and emergency services are on standby for rapid response if needed.
- All health and safety regulations of the hosting country are fully adhered to.

### 9.2.6 Doping Control Station

- In accordance with WADA regulations, a secure and private doping control station should be set up on-site, where athletes can be tested.
- A trained medical professional must be available to oversee and assist with doping control procedures.

### 9.2.7 Special Considerations for Para-Athletes

- Individual Needs:
  - Medical staff must be trained to handle the specific needs of para-athletes, including mobility assistance and equipment management.
- Individual Classification Support:
  - A medical team must be prepared to assist with any classification processes or medical evaluations that are required to confirm the eligibility of para-athletes.

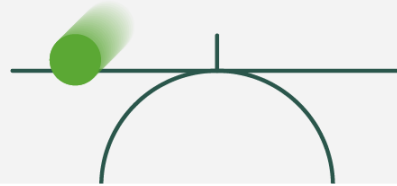
### 9.2.8 Emergency Response Protocols

The Local Organizing Committee (LOC) must keep emergency response protocols.

- Emergency Evacuation Plan:
  - A detailed plan must be in place for evacuating injured individuals in case of a serious medical emergency, particularly for para-athletes who may have mobility challenges.
- Communication
  - Direct communication channels between medical personnel, venue staff, and emergency services must be established (radio/phone).
  - In the case of an emergency, the medical team should be able to reach the hospital within the shortest possible time.
- Transportation to Hospital:
  - The LOC must arrange a nearby designated hospital capable of handling specialized injuries and medical emergencies for para-athletes.
  - The hospital must be within 15 minutes by car.
  - A transport protocol from the venue to the hospital should be established in advance, including ambulance availability and response times.

### 9.2.9 COVID-19 or Other Infectious Disease Protocol (if applicable)

- Testing and Monitoring:
  - If required by local or international guidelines, COVID-19 (or other infectious diseases) testing should be provided for all athletes, staff, and volunteers.



- Temperature checks or other health screenings may be conducted at venue entry points.
- Isolation and Quarantine:
  - An isolation area must be set up to handle suspected cases of COVID-19 or other infectious diseases, should they arise.
  - Coordination with local health authorities to implement quarantine measures if necessary.

#### **9.2.10 Medical Record Keeping**

- A detailed log of all medical incidents must be kept throughout the event. This should include:
  - Athlete's details (where applicable)
  - Nature of the injury or illness
  - Treatment provided
  - Outcome of the medical response
  - Follow-up recommendations

#### **9.2.11 Post-Event Reporting**

After the event, a medical report must be compiled to review the services provided, noting any incidents, medical issues, or recommendations for future events. This report should be submitted to ITTF for review.

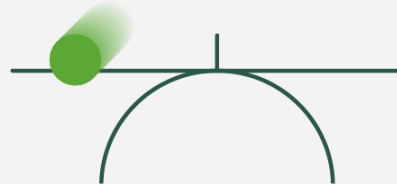
### **10. Arrival/Departure Service**

#### **10.1 ARRIVAL SERVICE**

The participants are to be met, welcomed and picked-up at the airport or train station that you have specified in your invitation (Prospectus).

- a) Arrival service is provided only for delegations/persons requesting the Official Hospitality Package and the ITTF, officials/staff/guests, Match Officials.
- b) The Prospectus should specify the type of "Arrival & Departure" service, name and standard of hotel, type of accommodation, meal service and transportation that you will provide to the participants during your event. To avoid any misunderstandings the following is expected.
- c) The teams are to be welcomed and picked-up at the nearest international airport, train station or Bus station that have been specified in the Prospectus.
- d) The "Entry form" published with the Prospectus, is to be completed by each Member Association specifying date and time of arrival, flight number, airline, etc. so that the LOC know exactly when each Member Association (or individual players) arrive(s).
- e) MA(s) not providing to the LOC the information on time, will not be possible to attend the event
- f) Ideally the LOC should have mini vans (or buses) to pick-up the delegations or individuals to provide a smooth arrival service for each delegation. This service is free of charge.
- g) It is important to minimize waiting time for delegations upon arrival. Use of courtesy cars for special guest.

For those Associations who insist on a pick-up service from a destination that you have not specified in the Prospectus (another airport or nearby city) you could:



Assist in the best possible way but there is no obligation to the organizers to provide that service free of charge. You may make all the arrangements at a fee OR recommend transport options from the destination at their cost.

## 10.2 DEPARTURE SERVICE

A departure service is expected to be provided to the same standard. The teams should arrive at the airport not more than 2,5 hours before the departure flight time, unless a team request an earlier arrival at the airport.

- a) Departure service is provided only for those delegations/persons requesting the Official Hospitality Package and the ITTF, ITTF officials/staff/guests, Match Officials.
- b) This service is provided free of charge in a similar fashion as the arrival service. The “Entry form” must be filled out by each MA during the event indicating departure times, flight numbers, airport, train time, etc. If this information was already provided in advance, the LOC must reconfirm it in case of late changes.
- c) The LOC must provide a departure service other than on the day after the conclusion of the event. It will be recommended to provide a departure service during the event for those players or delegations that may have been eliminated early from the competition.

## 11. Hotels / Accreditation

### 11.1 HOTELS / ACCOMMODATIONS

- Accessible Accommodation:
  - The LOC must secure hotel rooms that are fully accessible for para-athletes, with features such as wider doorways, roll-in showers, and grab bars in bathrooms.
  - Accommodation should be offered in proximity to the venue, reducing the need for extended travel times.

The Prospectus will specify the name, phone number and address of the hotel/s to be used during the competition as “Official Hotels”. The types and categories must also be indicated.

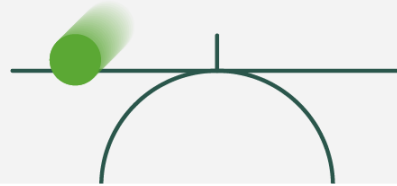
### 11.2 ACCREDITATION

- Accreditation details:
  - The “Accreditation Card” provided by the LOC, is to be completed by everyone to specify oneself. It should include one’s photo, name, affiliation, role, area allowed to enter, etc.
  - Players, coaches, officials, staffs, media should be marked differently.

## 12. Meals / Catering and On-Site Refreshments

### 12.1 MEALS / CATERING

- Meals should be provided for athletes, officials, and event staff, considering dietary restrictions and nutritional needs.
- Buffet-style dining areas must ensure easy access for wheelchair users, and service staff should be available to assist.



- a) Meals should be available for as long as possible, but for as long as the schedule obliges the players to be playing. The following mealtimes are recommended. Adjustments may be necessary to be suitable with the playing schedule.

Breakfast – Buffet: 06.30 – 10:00 (served in the hotel)

Lunch - Buffet: 11.30 - 15.30

Dinner - Buffet: 19.00 - 23.00 (or 30 minutes after the last match has finished)

- b) If the hotel is more than 20 minutes away from the venue, lunch must be provided in the venue.

Buffet range recommended for lunch and dinner:

- A hot starter dish e.g., soup.
- A meat option, as main dish
- A fish dish (boneless), as main dish
- A vegetarian option, as main dish
- A side dish (e.g., pasta, rice, potato)
- Additional cooked vegetables
- Two Salads
- Two types of bread, in white and brown
- Sufficient flavourings including but not limited to olive oil, vinegar, tabasco etc.
- Minimum one cakes for dessert.
- Fruits and yogurt
- Coffee and tea

Ideally, all options are to be properly labelled, and if possible, with pictograms, to identify clearly at least pork, beef and vegetarian options.

All food and beverages, including sports bars and sport beverages (if served) must comply with the ITTF Anti-Doping Program.

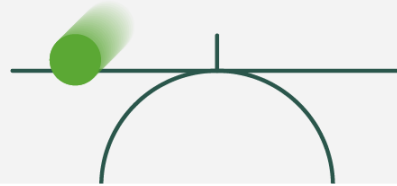
## 12.2 ON-SITE REFRESHMENTS

- Water stations and light snacks should be available at key locations in the venue, particularly near the competition and practice areas.

## 13. Transportation

### 13.1 SHUTTLE SERVICE (HOTELS / VENUE)

- Shuttle service must be provided only for delegations/persons requesting are accommodate in the official hotels.
- If the distance between the hotels and the venue requires transportation, this has to be provided as frequently as possible, to best serve the participants.
- Following are the rules & regulations regarding transportation requirements: From the hotel a shuttle service (non-stop direct service), must be provided to the venue.
- A minimum of two (2) transports per hour to and from the hotel and stadium are required and mandatory. A bus (transport) must leave each hotel every 30 minutes and leave from the venue every 30 minutes.



- Shuttles that wheelchairs can get in should be prepared.
- Shuttles are best carried out by courtesy cars, mini-vans and buses.
- The first transport of the day to the venue must be scheduled to leave the hotel at least 2 hours prior to first scheduled match start of the day.
- The Transportation service should be ready right after the competition is completed. The last transport service should be at least 30 minutes after the competition is completed every day. Many players should be expected for the first and last transport of the day. The LOC should plan the number of vehicles accordingly.
- The transport service will have different demands during different hours during the day. “Peak” hours will be in the morning, when a lot of players either will go to the venue to prepare for their matches or for practice. In late afternoon, when the same pattern will start again, with many players preparing for the evening session and some for practice.
- If the “transport fleet” of vehicles consist of cars, minibuses and buses, the LOC can plan the number of vehicles and the frequency, according to the time schedule of the matches.
- The proposed transport schedule must be sent in advance to the Competition Manager for approval.

### **13.1 SHUTTLE SERVICE (HOTELS / VENUE)**

Besides the regular shuttle service, a carpool of 3 cars, with a driver each, must be available to identified ITTF executives, officials and staff during the event. These may be needed only for short journeys a few times each day, so a suitable system must be developed. ITTF will provide the LOC with a list of all VIP pick-ups no later than two weeks before the event.

The LOC is responsible to:

- source courtesy cars from a car sponsor, or procured by the LOC, for the transportation of some of the ITTF officials and sponsors.
- allocate 2 cars with designated drivers, always.
- recruit drivers, who must be informed that these persons are VIPs and should have a high level of service. The drivers must also have good knowledge about the city and the routes to avoid for high traffic roads.
- allocate 1 car to be on a shared basis as needed.

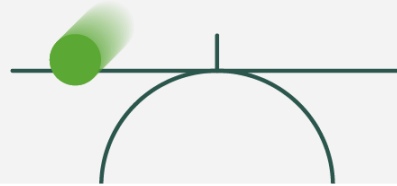
## **14. Ancillary Services**

### **14.1 INTRODUCTION**

Ancillary services are essential for ensuring the smooth operation and overall success of an ITTF Para Table Tennis event. These services support both the core event activities and the experience of participants, officials, and attendees. This document outlines the necessary ancillary services that should be provided by the Local Organizing Committee (LOC).

### **14.2 VOLUNTEER SUPPORT**

- General Volunteers:



- The LOC should organize a team of trained volunteers to assist with various event operations, such as wayfinding, check-in processes, and logistics.
- Specialized Volunteers:
  - A group of volunteers with experience in working with para-athletes should be assigned to assist participants with any specific mobility or accessibility needs throughout the event.
- Language Support:
  - Multilingual volunteers or interpreters should be available to assist athletes, officials, and delegates who speak different languages.

### 14.3 SECURITY AND SAFETY

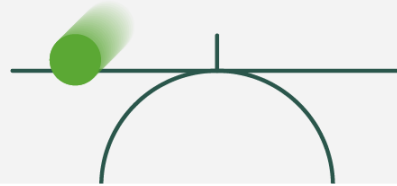
- Venue Security:
  - Adequate security personnel should be stationed at all key points within the venue to ensure the safety of athletes, officials, and attendees.
  - Security staff should be briefed on accessibility needs and be prepared to assist para-athletes when necessary.
  - The venue must be secured 24 hours during the event period.
- Crowd Management:
  - Clear signage and designated accessible routes must be provided to ensure smooth movement of people within the venue, especially for those with mobility challenges.
- Emergency Protocols:
  - The LOC must establish an emergency evacuation plan, considering the needs of individuals with disabilities.
  - Trained medical and emergency staff should be on-site, and there should be easy access to medical facilities, as outlined in the Medical Services Plan.
- Accessibility:
  - Ensure that press conferences and media events are accessible for para-athletes and journalists with disabilities, including proper seating arrangements and accessible entry points.

### 14.4 SIGNAGE AND WAYFINDING

- Accessible Signage:
  - Clear, large-format signage with accessible symbols and directions should be placed throughout the venue, including entrances, exits, restrooms, and emergency routes.
- Venue Maps:
  - Detailed maps showing accessible routes, key facilities, and services (such as medical, transportation, and dining areas) should be available to all participants and attendees.

### 14.5 MISCELLANEOUS SERVICES

- Accessibility Services:
  - Assistive devices, such as wheelchairs or mobility scooters, should be available for rent or loan to participants who may need them during the event.
- Lost and Found:
  - A designated lost and found service must be available at the venue to handle misplaced items.
- Wheelchair storage room



- Wheelchair repair service (on-site or on-call)
- Information Desk for Spectators

## 15. Player's Lounge

The Player's Lounge must be a comfortable and accessible space for athletes to relax, recharge, and prepare between matches. The key requirements include:

- **Accessibility:** The lounge must be fully accessible for para-athletes, including wheelchair users, with wide entryways, level flooring, and appropriate seating arrangements.
- **Seating and Rest Areas:** Comfortable seating, including both individual chairs and couches, should be available. Spaces should also be provided for athletes who may need to lie down or rest.
- **Refreshments:** Provide a variety of refreshments such as water, sports drinks, and light snacks, with easy access for athletes of all mobility levels.
- **Entertainment:** TVs, Wi-Fi access, and charging stations for mobile devices should be available for player convenience.
- **Privacy Areas:** Separate areas for quiet or more private rest should be offered for athletes who need mental or physical relaxation in a quieter setting.
- **Information Access:** Display tournament schedules, match results, and important event information within the lounge for easy reference by the athletes.

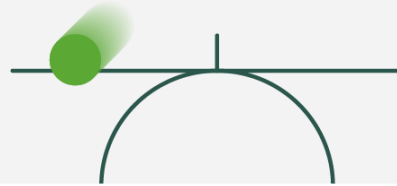
## 16. Communication Organizing Committee – Comp. Manager

It is essential to have good communication between the Organizing Committee (Tournament Director) and the Competition Manager before, during and after the tournament. Before the tournament the Organizing Committee should keep the Competition Manager informed regarding the entries received. With the introduction of the on-line entry system for Para events in 2025, no entries shall be accepted via email, but if this happens exceptionally, the Organizing Committee must ensure this information reaches the Competition Manager before the entry deadline. In this way, this information will be published on the ITTF website and the online entries system and the final arrangements in terms of scheduling can be made properly.

## 17. Media

- **Media Center:** A media centre with high-speed internet, workstations, and seating for journalists and broadcasters. This area should be accessible for individuals with disabilities.
- **Accreditation:** A clear accreditation process for media representatives to ensure secure and organized access to the venue.
- **Press Conferences:** A designated space for press conferences and athlete interviews, equipped with audio-visual support and accessible seating for media personnel and para-athletes.
- **Photographer Areas:** Designated areas for photographers to capture the best angles of the matches, ensuring visibility without obstructing the players or officials.
- **Live Streaming/Broadcasting:** Provide reliable facilities and technical support for live streaming and broadcasting teams to ensure seamless coverage of the event.





## 18. ITTF YouTube Coverage

*More detailed information can be found in the ITTF Video management guidelines.*

## 19. Results Service

The event will be run using the ITTF/WTT OVR (On Venue Results) system presented in English. The system will be managing the different draws, results entry, results and draws display on the ITTF/WTT web page, generate scoresheets, providing live scoring, live results display on local screens and website, providing live scoring feed for Streaming Service and TV Production (if requested in advance)

The ITTF/WTT OVR system will be provided and administrated by the ITTF Competition Manager on site.

LOC is responsible to appoint and assign a technical person that can assist with building and supporting -during the event- the dedicated OVR local network and provide hardware requirements needed to operate the OVR, this includes cabling, routers, switches, access points, splitters, power supplies, laser printers, monitors.

(Touchpads, holders, screens and screens holders in case of Live Scoring)

## 20. Photos from the Event

Your association must provide the ITTF with rights free images of the even, free of charge.

The association must hire a professional photographer to cover the event from the day of the draw until the end of the tournament.

A set of photos, renamed with the players' name and association must be uploaded online daily.

*More detailed information can be found in the ITTF photography management guidelines.*

## 21. ITTF Website

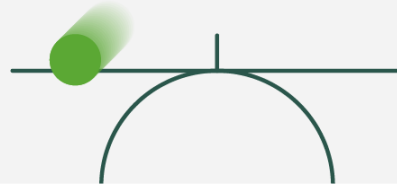
*Work in progress.*

## 22. Technical Needs

IT and Internet Connectivity:

- Reliable and high-speed internet access should be available for officials, media, and athletes within the venue.
- Technical staff must be on hand to address any IT issues, particularly in the scoring and broadcasting systems.

To guarantee the above-mentioned exposure, the Competition Manager and the Result Service responsible person should have a location in the sport hall that allows them to comfortably follow all the tables and if not possible at least the "Show courts".



**Dedicated High Speed Internet connection** shall be provided in that location for the ITTF Competition Manager and the Results Service responsible person.

Internet connection shall be also granted free of charge for the Competition Manager at the hotel.

A data-show (beamer/LCD projector) is to be provided for the purpose of the presentation of the draws. Tournament Director and Competition Manager will agree on the ideal location to perform the draws.

### **23. Announcements, Entertainment, Music**

Music should be used when it is appropriate to give the spectators a “good time” and to fill the void when there are no announcements to be made. It is also a good way to keep the spectator's interest during the breaks. Some types of music are particularly engaging to the spectators and may raise the level of enthusiasm.

This function is especially important on the day of the Finals when the tournament is conducted on **only one or two tables**. Music will add a special flavour to the event.

A good speaker to announce the upcoming matches, the results after matches, the sponsor's names, the next rounds, etc. is important to give the spectators a better overall experience of the event.

### **24. Medals and Award Ceremonies**

Event Organisers are requested to produce the following medals for each sub-events/classes

- 1x Gold Medal
- 1x Silver Medal
- 2x Bronze Medal

*\*\* for Doubles events the above are multiplied times two (2) as each player of the medallists pairs should receive a medal*

An Award ceremony should take place at the end of the competition (or as agreed between LOC and Competition Manager) where the 4 medallists (Winner, Runner-up and 2 semi-finalists) for each sub-event/class would receive their medals.

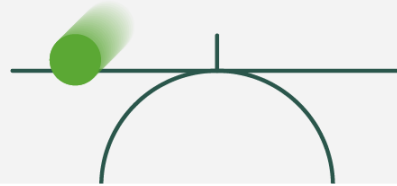
The Medals presenters list is to be agreed on between the LOC and the Competition Manager in advance.

### **25. Racket Control Function**

ITTF Equipment Department will decide in which events Official Racket Control will be held. In this case a Racket Control room must be provided according to Racket Control requirements.

### **26. Cancellation of the Event**

In case the event is not held or cancelled, for whatever reason, the host association will be responsible for all consequences, including but not limited to, financial and logistical claims made by the participating NA(s) and the ITTF.



If the event is cancelled:

- After the calendar is published, on dates, cities and other details affecting the calendar details, the LOC is subject to a fine of up to US\$ 1000 fee. Any changes are subject to ITTF approval and ITTF has the right to decline.

## 27. Sponsorship Exposure

*More detailed information can be found in the ITTF/WTT Sponsor management guidelines.*

## 28. Contact

### ITTF Competition Department

Please ensure you always copy [competitions@ittf.com](mailto:competitions@ittf.com) in communications and enquiries about this event. This is the help ensure that ITTF staff assist as needed.