

# 2020 ITTF World Tour



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## 1. GENERAL TERMS

This document forms part of the agreement between the International Table Tennis Federation (ITTF), the Local Organizing Committee (LOC) of the event (whereas the National Association (NA) or any other body assigned the organization of the event by the NA).

ITTF is responsible for marketing aspects.

The parties agree that the following terms and conditions apply, for the ITTF World Tour events:

### 1.1. Documents: Directives and Guidelines

a. The ITTF publishes several documents, which are the basis for the organizational standards an ITTF World Tour event should comply to:

- World Tour Directives
- Sponsorship Implementation Guidelines
- Sport Presentation Guidelines
- Media Guidelines
- Lights Guidelines
- TV Production Guidelines
- itTV Streaming Requirements
- Players' Services
- ITTF Contribution File
- ITTF Handbook
- Directives for Match Officials
- World Ranking Regulations
- Racket Control requirements

b. All documents can be downloaded directly from ITTF.com, under ITTF World Tour > Official Documents and all form part of the World Tour Directives and contractual agreements.

### 1.2. Tiers of the 2020 ITTF World Tour

- a. 2020 ITTF World Tour Platinum
- b. 2020 ITTF World Tour

### 1.3. Number of event days

Main draw: 4 days

### 1.4. Number of first stage days

First stage events: will run as a separate event from the main ITTF World Tour event, with a maximum of 3 days.

### 1.5. Prize Money

- a. All prize money should be paid in USD, according to the breakdown agreed with ITTF in advance and after deducting the national tax deductions' percentage, as indicated on the prospectus of each event.
- b. All prize money over US\$ 1.500, or a different amount as advised by the LOC before the prospectus is published and confirmed by ITTF, must be paid by bank transfer, within 1 month after the conclusion of the event. All prize money below that amount can be paid in cash or by bank transfer, as will be specified in the prospectus.
- c. All bank charges are to be paid by the LOC. After the conclusion of the event, the LOC should provide proof of payments (bank transfer slip or signature of players during prize money collection) to the ITTF World Tour Manager.
- d. The LOC is responsible to provide tax deduction certificates to all players receiving prize money, within 1 month after the conclusion of the event.

### 1.6. Event Insurance

- a. The LOC shall be responsible for purchasing insurance during the period of the whole event (incl. first stage and main draw) to cover the liability of its employees, participants and volunteers. It is recommended that the LOC insures itself against other losses that the LOC might incur from an event being cancelled.

### 1.7. WTGF

- a. The ITTF World Tour events will offer points to players to qualify for the prestigious World Tour Grand Finals later in the year.

### 1.8. Other Events

- a. The LOC **cannot** offer any **additional** events, running in parallel to ITTF World Tour Events unless approved otherwise by ITTF.

### 1.9. Cancellation of the event and changes

In case the event is not held or cancelled for any reason, the LOC 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:

- a. at any time after the bid was confirmed by ITTF and before the ITTF calendar is officially published, the LOC will be fined with US\$ 5.000.
- b. at any time between the time the ITTF calendar is officially published and earlier than 6 months before the event start date, the LOC will be fined with US\$ 15.000 and may not be appointed to organize and ITTF event the next calendar year or if the LOC has been awarded the right to organize an ITTF event in the next calendar year, ITTF may revoke such right without incurring any liability whatsoever to the LOC.
- c. at any time within 6 months before the event start date, the LOC will be fined with US\$ 30.000, plus any loss of income from television rights or sponsorship suffered by the ITTF, or costs incurred by the ITTF, or NA(s), or if the LOC has been awarded the right to organize an ITTF event in the next calendar year, ITTF may revoke such right without incurring any liability whatsoever to the LOC.
- d. at any time during the period of the Event dates as indicated in the calendar or during the period as extended upon ITTF's written request based on specific needs or circumstances as it deems necessary, the LOC will be fined with US\$ 60,000, plus any loss of income from television rights or sponsorship suffered by the ITTF, or costs incurred by ITTF or National Associations, and may not be appointed to organise an ITTF event the next calendar year or if the LOC has been awarded the right to organise an ITTF event in the next calendar year, ITTF may revoke such right without incurring any liability whatsoever to the LOC.

In case the LOC makes changes:

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

### 1.10. Failure to comply to the Directives

The National Association as the organizer (LOC) of the ITTF event, mentioned in the specific agreement signed, undertakes to take care of the following directives. Any failure to meet the requirements and to fulfil the points of the Directives might have financial consequences, in the form of deduction from the ITTF contribution.



## 2. SPORT SPECIFIC INFORMATION

### 2.1. Events (categories)

Mandatory:

- Men's and Women's Singles
- Men's and Women's Doubles
- Mixed Doubles

### 2.2. Playing System

#### a. **Men's and Women's Singles:** Knock out - Main Draw of 32.

- Top 16 seeded (or Top 15 plus 1 player from the host association or Top 14 plus 2 players from the host association, provided that the one player is in the Top 50 positions of the WR. If the one player in Top 50 cancels participation, then the host can only have 1 seeded position). In both cases, this applies only if the respective number of players from the host association are not already included in the Top 16 players by default, according to the latest available ITTF World Ranking, at the date of the final entries deadline.
- 16 players from the first stage knock out.
- All matches are played best of 7 games, in all stages of the competition.
- Each National Association can enter players as may deemed necessary, but the ITTF reserves the right to approve less entries than the indicative 6 per NA and 12 for the host association, per gender in case of very high number of entries. In these cases, a number will be guaranteed per NA and all remaining positions will be filled by WR, one per gender (eg. 1 male, 1 female and so on).
- In cases of oversubscription (more entries than the estimated maximum): players for each NA will be approved by WR. NAs will have the right to make replacements after, either with non-entered players or players from the Waiting List, with the restriction that the replaced player has to be removed from the entry list and cannot be put on Waiting List.
- For each NA all players in seeded positions will be approved automatically, with the maximum number per NA applying, and remaining positions per NA will be filled as well by WR.

#### b. **Men's and Women's Doubles:** Knock out - Main Draw of 16.

- Top 8 seeded pairs according to the Doubles' Ranking (or Top 7 plus 1 pair or half pair from the host association, if not already included in the Top 8 doubles by default).
- 8 pairs from the first stage event (First stage Knock out of 16 for ITTF World Tour Platinum and First stage Knock-out of 32 for ITTF World Tour).
- Maximum number of doubles entries for ITTF World Tour Platinum is 24 pairs and for ITTF World Tour 40 pairs, according to the latest available Doubles Ranking on the doubles deadline with a maximum 2 pairs or 4 players per NA and maximum 3 pairs or 6 players by host association (2 pairs regardless if they are in the Top 24/40 pairs or not and the third pair only if it is included in the Top 24/40 pairs by WR). No additional pairs or players will be accepted, even if the number of entries is lower than the maximum.
- All matches are played best of 5 games, in all stages of the competition.
- For the Main Draw Round of 16, the ITTF reserves the right to have the matches played the day before the main event.

#### c. **Mixed Doubles:** Knock out - Main Draw of 16.

- Top 8 seeded pairs according to the Doubles' Ranking (or Top 7 plus 1 pair from the host association, if not already included in the Top 8 doubles by default).
- 8 pairs from the first stage event (First stage Knock out of 32 for ITTF World Tour Platinum and ITTF World Tour).
- Maximum number of doubles entries for ITTF World Tour Platinum and for ITTF World Tour is 40 pairs, according to the latest available Doubles Ranking on the doubles deadline with a maximum 1 pair or 2 players per NA including the host association (regardless if this double is in the Top 40 pairs or not). For the three events, which will serve as qualification for the Olympic Games the ITTF reserves the right to approve more pairs in case more than 40 NOCs enter pairs.

- If, at the doubles deadline, the maximum number of approved doubles entries does not reach the total of 40 pairs, then remaining places will be filled according to the latest available Doubles Ranking with maximum an additional 2nd pair per NA, which has to be entered before the doubles entry deadline.
- “Mixed” pairs, composed of players from different associations are not allowed for Mixed Doubles with the exception of players from the same National Olympic Committee and possible exceptions might be considered and confirmed by the IOC, leading up to the qualification for the Olympic Games. For events happening after the Tokyo 2020 Olympic Games, mixed pairs from different associations will be allowed.
- All matches are played best of 5 games, in all stages of the competition.
- For the Main Draw Round of 16, the ITTF reserves the right to have the matches played the day before the main event.

### 2.3. Multi balls

The “Multi Balls” system will be implemented, as follows:

- From the first round of the Main Draw onwards.
- Prior to each match the players are free to select 20 balls out of aprox. 30.
- The assisting umpire has a certain number of balls and throws the next ball to the player between points, during the match, and the players will not pick up the ball from the floor (net balls can be replayed).
- The use of volunteers collecting the balls after each point is preferred, to avoid having a certain number of balls on the floor during TV matches and creating a practice session feeling.
- The ball kids should be located outside the show court out of the main camera view and small, square, dark color stools should be used for seating.
- The ball kids must wear the shirts provided by the ITTF or otherwise approved.

### 2.4. Draws

#### a. Main Draw

The draw for the seeded players and qualifiers will be conducted, as following:

- One (1) day prior to the start of the first stage, not later than 16:00.
- By the Referee assisted by the ITTF Competition Manager and an Emcee can be assigned for attracting more media and creating a show.
- Seeding is done with the latest World Ranking of the date of the entry deadline.
- Conducted according to the ITTF rules for that purpose, but without any separation per National Association.
- In case up to 2 seeded players (main draw of 32) cancel participation after the draw is done, they will be replaced by the highest ranked player(s) who qualify to the main draw, according to the WR of the date of the entry deadline.
- In case a higher number of seeded players cancel participation, the Competition Manager and the Referee can decide to re-draw the seeded players.
- The seeded players will not receive bye(s) in the first round, when it is possible to complete the main draw with lucky losers coming from the final round of the first stage. Lucky losers are always drawn against the highest seeded players.
- If a pair withdraws or cancels participation in the doubles event after the cancellation deadline and before the main draw commences, the highest ranked pair that qualifies will take the position of the cancelled seeded pair and the remaining position will be filled by lucky loser.

#### b. First Stage Draw

The draw for the first stage will be conducted, as following:

- By the Referee assisted by the ITTF Competition Manager.
- Two (2) days prior to the start of the first stages matches, at the time (not later than 16:00) and place defined on the prospectus.
- According to the latest available World Ranking at the date of the entries deadline.

- For Knock-out players/pairs will be drawn according to the World Ranking with separation per National Association only for the first round.

## 2.5. General Schedule

a. Mandatory events: **4 days** of **main draw**

b. First Stage: **maximum 3 days**

- For the first stage schedule options, please contact the ITTF World Tour Manager and the Competition Manager for more details. The ITTF Competition Manager will support in providing the schedule, according to the numbers of tables, days and events.

Below is an example of the maximum number of entries, for first stage:

Number of days for first stages	Number of tables	Maximum no. of entries (K.O)
2 days	8 tables	260
2 days	10 tables	280
2 days	12 tables	310
2 days	14 tables	350
2 days	16 tables	390

Number of days for first stages	Number of tables	Maximum no. of entries (K.O)
3 days	8 tables	360
3 days	10 tables	410
3 days	12 tables	460
3 days	14 tables	510
3 days	16 tables	560

## 2.6. Specific Time Schedule

- Earliest start of matches is **10:00 am** during all days of the main draw and **09:00 am** on the first stage days.
- The entire time schedule for the event will be prepared, by the ITTF Competition Manager, based on TV needs and local conditions for discussion with the LOC.
- The time schedule will be approved by the ITTF Competition Manager in agreement with the ITTF World Tour Manager:
  - Main event time schedule: **45-60** days prior to the main event.
  - First stage time event: **10-15** days prior to the start of the first stage event.



### 3. PROSPECTUS/ENTRIES

#### 3.1. Prospectus

The “**Prospectus**” forms the “invitation” document for all NA(s), wishing to participate to an Event. The Prospectus:

- a. contains specific information related to the event, e.g. dates, location, prize money, accommodation fee for accompanying people, deadlines for entries, number of entries, players’ obligations etc.
- b. provided by the ITTF, in a common template for all World Tour Events.
- c. completed by the LOC and returned to the ITTF World Tour Manager for final approval.
- d. be confirmed in due time and published preferably 2 months before the event on the Event Page.

#### 3.2. Travel and accommodation forms

Travel and accommodation forms must be:

- a. prepared by the ITTF World Tour Manager, in a common template for all World Tour Events.
- b. published on the Event Page, together with the Prospectus.
- c. completed by the NA(s) participating at the Event and submitted to the ITTF and LOC.

#### 3.3. Deadlines

- a. **Final entries deadline: 30 days** before the starting date of the event. The deadline for the final entries for singles and doubles is automatically set 30 days before the starting date of the event in the Prospectus. **No late entries will be accepted.**
- b. **Doubles deadline: 7 days after** the final entries deadline. This is the deadline for fixing the pairs for doubles, from the list of players already entered before the Final Entries Deadline. When two different NA(s) are involved, both NA(s) shall confirm entry of doubles partners before this deadline to the ITTF Competition Manager. New pairs cannot be added after this deadline and all players indicated, as “Partner Wanted” will be removed from the Doubles entry list without further notice.
- c. **Entry cancellations deadline: 3 days before the starting date** of the event **at 12:00 local time.** After this deadline, the penalty for no-show policy will be applied. For any cancellations announced after the entry cancellation deadline (and before the draws) players won’t be included in the respective draws and a penalty for no-show and cancellation fees will apply.
- d. **Room cancellation deadline:** is fixed to **7 days before the starting date** of the event.
- e. **Payment deadline:** is fixed to **7 days before the starting date** of the event. If a National Association wants to make the payment via bank transfer, the LOC has to receive the money on their bank account by the deadline indicated in the Prospectus point “Deadlines”. If the amount is not transferred by this date, the LOC can ask for cash payment on site, so that the participating delegation will have the right to receive their accreditations.

#### 3.4. Accreditation and participation fees

- a. World Tour Platinum Accreditation Fee: **US\$ 190 (170 EUR)** per participant (not only players).
- b. World Tour Accreditation Fee: **US\$ 170 (150 EUR)** per participant (not only players).
  - The Accreditation fee **must be waived** for those participants that choose to take the full board package (Option 2 and 3).
  - The accreditation fee **must be paid** for those participants that choose to NOT take any package (Option 1).
- c. Participation fee: **US\$ 17 (15 EUR)** for each player.
  - The participation fee must be collected by the LOC, on behalf of ITTF, before or upon accreditation.
  - The full amount of the participation fees for each event should be transferred from the LOC to the ITTF or deducted from the contribution amount.

### 3.5. Cancellation Fees

- a. Cancellation fees after the final entry deadline:
  - For seeded players a fee of **US\$ 2000**, unless a medical certificate is submitted, and the player does not compete in other events during the event. In case a medical certificate is submitted and approved by the ITTF the normal cancellation as for non-seeded players will apply. This applies in the form of replacement as well.
  - For non-seeded players a fee equal to the accreditation fee. This fee is not applicable in case of replacement, provided that the replacement happens at the same time as the cancellation.
  - For coaches, medical, accompanied person, delegates who booked the official hotel package as well and cancel their participation a fee equal to the accreditation fee.
  - Players who are on the waiting list (in Singles) at the time of the entry deadline will not be liable to cancellation fees, should they withdraw their participation.
  - A cancellation fee will apply if a player on WL (in Singles but approved for Doubles) does not cancel participation before the cancellation deadline.
  
- b. Room cancellation fee:
  - In addition to the cancellation fee, there will be a charge of **one-night costs** (official hospitality package, Option No.2, single room rate) for each person (coaches, medical, accompanied persons, delegates included) cancelled after the room cancellation deadline. The room cancellation fee applies to all cancellations (including cancellation because of injuries etc).
  - For changes in the room nights, after check-in, the LOC must inform the National Association concerned about the exact costs.
  - The LOC should not provide accreditation to players of NA(s) before the payments of hospitality, accreditation or participation fees is completed.
  - It is the responsibility of the LOC to inform the ITTF Competition Manager on site before the end of the event about outstanding cancellation fees payments. If the information is not received, the ITTF will not consider late requests and the LOC will need to solve outstanding payments directly with the NA(s) concerned.
  - NA(s) with pending payments of cancellation fee(s), will not be allowed to enter any ITTF World Tour and ITTF Challenge events, as long as the payment is not fulfilled. In cases of outstanding payments for over two months the ITTF reserves the right to deny entries for other events as well.
  - In case, NA(s) have accumulated pending payments from three different events (when collection of fees is not possible because the NA does not attend events), then the NA will be forbidden access to the online entry system for any ITTF events.

### 3.6. Entries

Entries are only considered, if submitted before the entry deadline, as follows:

- a. Entered by the NA, through the online entry system as announced in the prospectus of each event.
- b. Entered by the NA, through an official request to the ITTF Competition Manager, in case a “new” player is not registered on the ITTF Players Database. The ITTF Competition Manager will request a copy of the passport of the player and other supportive documents in case eligibility needs to be checked. The NA should follow up and only consider the entry confirmed, if a confirmation is sent by the ITTF Competition Manager. Such requests should take place **minimum 3 days before the entry deadline**, to allow sufficient time for registration.
- c. No entries will be accepted by other organizations or individuals. Requests can only be accepted by the NA(s) official e-mail domains, as those registered in the ITTF Database.

### 3.7. Entry Changes

Changes in Singles and Doubles entries after the final entries and doubles deadlines, respectively are allowed as follows:

- a. Singles:
  - Changes, after the final entries deadline, are allowed but they are subject to penalty fees, according to point 3.5. Restrictions in changes:
    - A player who should be seeded cannot replace a non-seeded player.

- In cases of oversubscription (more entries than the estimated maximum): players for each NA will be approved by WR. NAs will have the right to make replacements after, either with non-entered players or players from the Waiting List, with the restriction that the replaced player has to be removed from the entry list and cannot be put on Waiting List.
  - The Host Association has the right to change their seeded player(s) only one time from the list of already entered players.
  - A player cancelled from the entry list cannot be added back in the entry list, unless it's in the form of replacement.
- b. Doubles:
- No Doubles can be amended after the doubles entry deadline. The ITTF World Ranking Manager will prepare the seeding for all doubles events. Restrictions in changes:
- In case of cancellations the next highest ranked pair, at the deadline of entries will be entered in the first stage.
  - Only in case the host association's one and only seeded double cancels participation, it will be replaced by another host double pair or by the next highest ranked pair, in the case the Host Association does not want to use the spot.
  - The Host Association has the right to change their seeded pair only one time, from the list of already entered pairs.

## 4. PLAYING FACILITIES/EQUIPMENT

### 4.1. Main event facilities

The main events are the “**show case**” of our sport.

Following are the **Rules & Regulations** for the main events on the ITTF World Tour, in addition to the rules and regulations of the ITTF Handbook:

- a. The set-up of 4 show-courts is **obligatory from the start of the main draw matches**. These 4 show courts will be the only courts used for the Main Draw.
- b. The size of such a show-court is standard: **9,60 - 10,00 m x 18,20 m** and the playing area is defined by 36 pyramid surrounds and 4 corners. Minimum one (1) court should be in these dimensions and small adjustments in the size of the other three (3) courts, can be agreed in advance, in case the venue dimensions do not allow such a set-up.
- c. A minimum of one (1) show court has to be equipped with LED surrounds, at least on the short side of the table.
- d. A dedicated one (1) show court lighting has to be provided on the last 2 days of the main draw (see Sports Presentation and Lighting Guidelines). (Obligatory for Platinum and recommended for World Tour).
- e. All costs related to the four (4) show-courts will be borne by the LOC.
- f. The show-court tables have to be provided by the table equipment supplier and no additional logo or name of the equipment supplier is allowed on the undercarriage. The model and specific design of the table should be sent to the ITTF Marketing Department for prior approval and the table top has to be the same with the one used for the rest competition tables. If an undercarriage will be built around the table, LOC is responsible to check the requirements with the ITTF Equipment Committee.
- g. For the show court(s) the LOC will be provided with specially designed surrounds, umpires’ tables and umpires’ chairs by DHS. Each LOC is responsible to inform ITTF about delivery address and contact person for shipment at least 3 months in advance.
- h. The color of all the printed Advertisement boards (A-boards) around the Show Court should be uniform. **The color used must be GREY pantone # 401C.**
- i. Use of **ITTF approved sports flooring** is mandatory. The use of a subfloor (ie. sports floor or wooden sub-floor) is mandatory in case the ITTF Approved floor is not meant to be used directly on concrete (The List of ITTF Approved Floors indicate if an ITTF Approved Floor can be used or not directly on concrete).
- j. Each table must have the lighting conditions of **1500 lux**. See further details in the Sport Presentation and Lights guidelines.
- k. The temperature in any of the halls CANNOT be below **16°C and not more than 23°C**.
- l. The LOC must give the participants a chance to practice the **day before** the competition starts. The Main hall should be available from 09:00 am – 10:00 pm for the players to practice.
- m. Once the Main draw starts, practice in the competition hall is not possible unless the Competition Manager on site prepares practice schedule or time slots for other period(s), in case of special circumstances.

### 4.2. First Stage facilities

- a. Each court size has to be **at least 7 x 14 meters**.
- b. Each table must have the lighting conditions of **1000 lux** uniformly over the table.
- c. The temperature in the competition hall CANNOT be below **16°C and not more than 23°C**.
- d. An official ITTF approved sport floor needs to be used.
- e. The LOC should provide the qualifiers excellent conditions; as similar as possible to the playing conditions in the main events.
- f. First stage matches can be held anywhere in a different venue, in order to accept as many players as possible. In all cases all venues should be prepared in as **similar conditions** as possible.

### 4.3. Practice facilities/Equipment

A separate practice facility should be provided for both first stage and main event, and should:

- a. Be ideally within walking distance from the main arena, preferably within the same building.
- b. Have **SIMILAR** playing conditions as the tournament itself.
- c. Have the same equipment (brand, type, color and table top), as the equipment used for competition.
- d. Have playing conditions as close as possible to the conditions for competition (floor, light, temperature, etc.)

- e. Have the exact same number of practice tables as for first stage (competition) tables, as a minimum.
- f. For the Main event at least 8 practice tables must to be set up for 4 competition tables
- g. Practice tables during the main event are reserved in priority for players on competiiton.

#### 4.4. Equipment – brand and color

- a. **Floor:** should be sourced by the LOC and must be ITTF Approved and used as defined on the List of ITTF Approved Floors (with subfloor or direct use on concrete, depends on the floor used).
- b. **Tables:** should be sourced by the LOC and must be ITTF Approved. Designs/artworks on the undercarriage must be approved in advance.
- c. **Balls:** DHS balls, as supplied by DHS for the event.
- d. **Surrounds:** A-Boards Advertisements should be approved by the ITTF. Any other additional, secondary row of surrounds must be either blank or printed with the logos of the show court and the same percentage.
- e. **Equipment types:** In all facilities, tables should have the same brand, and color. It is very important that all tables have the exact same table tops (including thickness, material etc).

### 5. OTHER FACILITIES

#### 5.1. Press facilities

Press facilities should be according to the **ITTF Media Guidelines** document.

#### 5.2. Players' Lounge

**Players' Lounge is recommended for the first stage and mandatory for the last 4 days and the following should be offered:**

- Access for players and coaches only by accreditation.
- Snacks, sandwiches, instant noodles and fruits.
- Soft drinks, hot water and water at no charges.
- Chairs (sofas and comfortable chairs) and tables should be available.
- TV, results displayed and possibly music should be offered.

#### 5.3. VIP Facilities

VIP Lounge is **mandatory for all 4 days (main draw)** and the following should be offered:

- At least snacks and refreshment service for sponsors and guests.
- Finalists of all events have to get access to the VIP Lounge on the final competition day.
- For the ITTF World Tour the LOC needs to provide special service to the TOP players (see file "**Players' Service**").

**VIP boxes** or **VIP seats** have to be provided around the court or on the spectator seats, based on case-by-case agreement with ITTF.

#### 5.4. Changing Rooms

Changing rooms for men and women must be available with showers and toilets.

## 6. HOSPITALITY

### 6.1. Hospitality Options

The following options should be offered and presented in the Prospectus:

a. Mandatory:

- **Option 1:** Accreditation fee payment without hospitality.

This option includes only the accreditation fee including accreditation and information, but excluding accommodation, meals and transport services.

b. Optional:

- **Option 2:** Full board accommodation in the highest-level category hotel.
- **Option 3:** Full board accommodation in a lower category level hotel.

These two options include the accreditation fee and full hospitality packages (including accommodation, meals, transport services). The packages should be at a reasonable rate and at least **one of the two options has to be at the highest level possible in the city and in reasonable distance to the venue.**

c. All hospitality options have to be fixed in **USD** or **EUR**.

d. ITTF encourages the LOC to offer special privileges/hospitality to attract top players.

### 6.2. Hotels

- The prospectus must include the name and phone number of the hotels, to be used during the competition. The hotel's categories must also be indicated.
- Hotels cannot be changed after the Prospectus is published. Only in situations out of the control of the LOC a change can be agreed, but only with the prior approval of the ITTF World Tour Manager. If such change is approved, all NA(s) have to be informed individually by the LOC for the change.
- The official hotel(s) should not be away more than **90 minutes** by bus from an international airport.
- The distance between the official hotel(s) and the venue should be **maximum 30 minutes** by bus.
- The participants from different NA(s) can be accommodated together to share the costs.
- For the ITTF World Tour the LOC needs to provide special service to the seeded players (see file "**Players' Service**").

### 6.3. Hospitality of ITTF Officials/Partners/Sponsors

The LOC has to provide:

- free hospitality in at least 4-star Hotel (full board including accommodation and 3 meals) to the ITTF Competition Manager (or a designated official), who will arrive three (3) days before the start of the event.
- free hospitality to the ITTF President or his appointee, in at least 5-star hotel unless agreed differently, during the whole event. Invitations must be sent early to the ITTF office in order to provide confirmations in due time.
- for ITTF World Tour Platinum free hospitality for 4 additional ITTF Staff and for ITTF World Tour 3 additional ITTF Staff, as confirmed and approved by the ITTF World Tour Manager, who will arrive two (2) days before the start of the event.
- free hospitality to Match Officials (Referees and umpires) as described in the Directives for Match Officials, valid at the time of the event.
- a special hospitality rate (maximum 75% of the official charge) to ITTF officials/partners/staff attending the event, up to maximum 10 persons.
- a 5-star hotel option for sponsors, unless agreed differently.

The ITTF shall be responsible:

- for the accommodation fees of ITTF Sponsors attending the event.

### 6.4. Meals

- Meals should be available for as long as possible, but definitely for as long as the schedule obliges the players to be playing.
- The following meal times are **recommended**. Adjustments may be necessary to be suitable with the playing schedule.
  - Breakfast: 07.00 - 10.30



- Lunch: 11.30 - 15.30
  - Dinner: 18.30 - 23.00 (or 30 minutes after the last match has finished)
- c. The meals' schedule and menu (with minimum 2 main dishes, 2 side dishes and salad) should be sent to the ITTF Competition Manager for approval at least 15 days before the event.
  - d. If the hotel is more than 20 minutes away by car/bus from the venue, lunch has to be provided in the venue.

## 7. TRANSPORTATION

### 7.1. Arrival Service

- 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 hotels, type of accommodation, meal service and transportation that LOC will provide to the participants during the event. To avoid any misunderstandings the following is expected:
  - The teams are to be met, welcomed and picked-up at the nearest international **airport or train station** that have been specified in the Prospectus.
  - The "**Accommodation and Travel Form**" published with the Prospectus, is to be completed by each NA specifying date and time of arrival, flight number, airline, etc. so that the LOC knows exactly when each NA (or individual players) arrive(s).
  - NA(s) **not** providing to the LOC the information on time, lose their right to arrival service.
  - Ideally the LOC should have **mini vans (or buses)** to pick-up the delegations or individuals in order to provide a smooth arrival service for each delegation. This service is free of charge.
  - It is important to minimize waiting time for delegations upon arrival. Ideally, each NA will be picked-up separately and taken directly to their hotel.
  - Use of **courtesy cars or limousines** as described in the Players' Services document.
  - For the ITTF World Tour the LOC needs to provide special service to the seeded players (see file "**Players' Service**").

### 7.2. Departure Service

- a. Departure service is provided only for those delegations/persons requesting the Official Hospitality Package and the ITTF officials/staff/guests, Match Officials.
- b. This service is provided free of charge in a similar fashion as the arrival service. The "**Accommodation and Travel Form**" has to be filled out by each NA 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 **has to 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.
- d. For the ITTF World Tour the LOC needs to provide special service to the seeded players (see file "**Players' Service**").

### 7.3. Shuttle service (Hotels/Venue)

- a. Shuttle service must be provided only for delegations/persons requesting the Official Hospitality Package(s).
- b. If the distance between the hotels and the venue requires transportation, this has to be provided as frequently as possible, in order to best serve the participants.
- c. Following are the **rules & regulations** regarding transportation requirements: From **each hotel a shuttle** service (non-stop direct service), has to be provided to the venue.
- d. A minimum of **two (2)** transports **per hour** to and from the hotel and stadium are required and mandatory. A **bus** (transport) has to leave each hotel **every 30 minutes** and leave from the venue every 30 minutes.
- e. Shuttles are best carried out by **courtesy cars** (for the top players as required in the Players' Services document), **mini-vans** and **buses**.
- f. The first transport of the day to the venue must be scheduled to leave the hotel 2 hours prior to first scheduled match start of the day.
- g. The last transport service should be **immediately after** the competition is completed every day. A large number of players should be expected for the first and last transport of the day. The LOC should plan the number of vehicles accordingly.

- h. 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.
- i. If the “transport fleet” of vehicles consist of cars, mini buses and buses, the LOC can plan the number of vehicles and the frequency, according to the time schedule of the matches.
- j. The proposed transport schedule has to be sent in advance to the ITTF Competition Manager for approval.
- k. For the ITTF World Tour the LOC needs to provide special service to the seeded players (see file “**Players’ Service**”).

## 8. MANPOWER

### 8.1. ITTF Officials

The ITTF has a full-time working Competition Manager, whose main responsibility is to implement the ITTF Directives. In particular the ITTF Competition Manager:

- a. Is the official representative of the ITTF Executive Committee and has the final authority in all matters relating to the agreement. In cases of disputes, the ITTF Competition Manager may over-rule the Referee and/or the Tournament Director. However, in matters regarding the interpretation of the rules and racket control outcome the Referee's decision will be final. The ITTF Competition Manager has **no authority** to over-rule the Referee in **rules matters** such as interpretation of rules, disqualification of player etc. The Referee also has full authority in terms of umpires and other assistant personnel.
- b. Will work closely with the Referee in the tournament, in all "technical" matters of the event such as:
  - Entries, seeding and draw.
  - Time schedule (in both structure and detail).
  - Table number allocation for each round.
  - Sponsorship implementation in coordination with ITTF Staff.
  - TV-production and coordination of matches for the same.
- c. In coordination with ITTF Staff will prepare an evaluation report of the event. This report will form the basis of the decision to be included in future World Tour years and will form the basis of the percentage of the ITTF Contribution that will be finally decided by the ITTF Competition Director, ITTF Marketing Director and ITTF World Tour Manager what will be paid to the LOC within two months after the conclusion of the event.

### 8.2. Tournament Director

The LOC must appoint a **Tournament Director** for the event, to be the liaison between the ITTF Competition Department and the LOC, for all matters concerning the event. In particular, the Tournament Director has to maintain contact with:

- a. The ITTF Competition Department through the ITTF World Tour Manager and the ITTF Competition Manager on duty, for the implementation of the event on-site and all matters relating to draws, seeding, time schedules and any matter regarding the « Field of Play » inside the venue. The final time schedule of the ITTF World Tour event needs approval of the ITTF World Tour Manager and the ITTF Competition Manager on duty before it can be published.
- b. The "ITTF Umpires and Referees Committee" on the nomination of the Referee and Deputy Referees and to open invitation for foreign International Umpires.
- c. The ITTF Staff to implement the sponsorship and TV-rights related to the event.

### 8.3. Announcer (Emcee)

The LOC must appoint a professional announcer (Emcee), to work according to the "Sport Presentation Guidelines".

### 8.4. Press Officer

The LOC must appoint a **Press officer** to:

- take care of all matters in regard to media and communications.
- coordinate the Press Accreditations procedures, from application to accreditation
- communicate with the International Press.
- maintain a working relationship with the ITTF Content and Media Staff and the ITTF.
- communicate with the ITTF in regard to the media facilities.
- implement the requirements of the "**Media Guidelines**" document.

The name and contact of the Press Officer have to be communicated with the ITTF 3 months before the event.

### 8.5. Photographer

The LOC must appoint a professional photographer, to work according to the "ITTF Event Photography Requirements".

- The rights of these photos will be owned by the ITTF and the photos may be used by the ITTF free of charge for any further agreements between ITTF and other agencies (for example Reuters).
- Furthermore, a set of high-resolution photos (min. 300 dpi) be provided free of charge to the ITTF immediately following the event but not later than 21 days after the conclusion of the event.

### 8.6. Match Officials

a. **Referee team** should be consisted of:

- 1 International Referee
- 2 Deputy Referees

b. Umpires

- Umpires' invitation has to be open according to the ITTF Directives for Match Officials.
- Sufficient number of umpires has to be available based on the number of tables used.
- All matches have to be officiated as decided by the URC.

Appointment of Match officials:

- Minimum one of the three Referees should be from a foreign NA.
- The LOC has to propose the nomination of the Referee and the Deputy Referees, according to the ITTF Directives for Match Officials (ITTF Handbook), to the ITTF Umpires & Referees Committee for approval.
- The Host Association has to pay the lowest cost reasonable economy airfare for selected Match Officials, according to the "**Directives for Match Officials**".
- The LOC has to provide daily allowance according to the "**Directives for Match Officials**".

### 8.7. Staff and Volunteers

The LOC must employ the right number of employees and engage sufficient number of volunteers for a smooth preparation and implementation of the event.

## 9. FUNCTIONS/SERVICES

### 9.1. Racket Control

- a. The LOC agrees to provide the facilities and facilitate the conduct of Racket Testing (including VOC tests) during the ITTF World Tour event according to the ITTF Racket Control requirement document.
- b. VOC, Thickness and Flatness tests have to be done with equipment provided and delivered by the ITTF. If official Racket Control is not planned by ITTF the LOC should not organize.
- c. The coordination and organization of the racket testing is delegated by the Referee, preferably to one of the Deputy Referees, who will also arrive two (2) days before the start of the event.

### 9.2. Doping Control

- a. Doping Control may be conducted at ITTF World Tour Events.
- b. It is the responsibility of the LOC to set up a Doping Control Station (DCS) at the venue, which ensures the player's privacy and is used solely as a DCS for the duration of the event.
- c. Where the ITTF, as Testing Authority at its sanctioned events, requests that Doping Control shall be conducted at a particular event at the LOC own cost, the Anti-Doping Manager shall inform the LOC accordingly at least two months before the event, and shall send a Doping Control Agreement (DCA) including the number (maximum 12), type of samples and analysis to be conducted by a contracted Sample Collection Agency (SCA).
- d. The ITTF will be responsible for the co-ordination of the Doping Control in co-operation with the contracted SCA.

### 9.3. Medical Services

The LOC **must appoint** from the day before the event starts until the final day:

- a. a doctor,
- b. a physiotherapist and
- c. first aid medical service.

#### 9.4. Results Service

Results service must be provided for spectators, players and coaches at the event:

- a. A result service has to be provided regularly and frequently. Ideally detailed result sheets should be provided after every round, or at least after each block of matches is played. The results sheets have to be checked and approved by the ITTF Competition Manager before publication.
- b. Large and visible scoreboards with the complete draw and updated results have to be placed visible to the spectators. Results have to be updated after each match (or at least after **each round**).
- c. Electronic results system must be made available from the first day of the Main Draw and they must be used according to the "**Sport Presentation Guidelines**".
- d. The LOC should appoint an IT Technical Manager for setting up the network required for the Results Service according to the requests of the ITTF IT Manager.
- e. All hardware like LAN cables, switches, routers access points, splitters, power supply etc must be provided by the LOC and the ITTF will provide the software and specific hardware (i.e. touchpads, Rasberry Pi, server etc).
- f. The LOC needs to provide the minimum number of screens for the ITTF Result Management System, as following:
  - For ITTF World Tour Platinum 4 screens for the Show court (inbuilt screens in the umpires' desks),
  - 8 screens for ITTF World Tour and additional 6 for ITTF World Tour Platinum (2 screens for each table from 1 to 4 for ITTF World Tour and from 2 to 4 for ITTF World Tour Platinum),
  - 1 screen in the players' lounge,
  - 1 in the call area and
  - 1 screen in the VIP lounge to display the results.

#### 9.5. ITTF Event Page results

The LOC must provide:

- a. Minimum 4 volunteers unless requested differently by the ITTF Competition Manager.
- b. Laptops and mouse with high-speed Internet connection (LAN connection) to enter the results for the ITTF Event Page, under the control of the ITTF Competition Manager.

#### 9.6. Services to ITTF Staff

- a. Attending ITTF Staff, and the people in charge of the ITTF Results Management System have to be provided with a dedicated high-speed internet connection with a (SDSL with minimum 10MB up-and download) **LAN connection**.
- b. Those who are not on site, have to be provided with the requested information and service.

#### 9.7. Ancillary Services

- a. Car in case of emergency: an additional car or van should always be available in cases of emergency (hospitalization, last minute pick-ups or deliveries, emergency contact between hotel and venue, etc.)



### 10. TICKETING/PROMOTION STRATEGIES

- a. The LOC should send to the ITTF the promotion/ticketing strategies 6 months prior to the event.

### 11. TV PRODUCTION/ITV STREAMING

The LOC is responsible to make arrangements for:

- a. **TV Production** (with one international feed available)
  - ITTF World Tour Platinum: Minimum 3 days (including Awarding Ceremonies), ITTF will make best efforts with LOC to increase TV coverage.
  - ITTF World Tour: Minimum 2 days (including Awarding Ceremonies)
- b. **itTV Streaming** (as decided by ITTF)
- c. **Local live coverage**, as many hours as possible

More details about TV Production and itTV streaming can be found in the “**TV Production Guidelines**” & “**itTV Graphics Streaming Requirements**” documents.

### 12. MEDIA

Media implementation should be implemented accordingly to the “**Media Guidelines**” document.

### 13. SPORT PRESENTATION

Sport Presentation should be implemented according to the “**Sports Presentation Guidelines**” document.

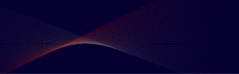
### 14. SPONSORSHIP IMPLEMENTATION

Sponsorship implementation should be implemented according to the “**Sponsorships Implementation Guidelines**” document.

### 15. PLAYERS' OBLIGATIONS

All players participating in ITTF World Tour must understand and follow the following:

- a. All players must sign and abide to the terms of the “Confirmation of Participation” Form.
- b. Players or pairs who finish among the top two (2) positions have an obligation to attend the prize ceremony in sport clothing (full tracksuite) including sports shoes. Players or pairs who do not fulfil this obligation will lose the prize money.
- c. Must have their names printed on the back of their shirts starting from the main draw matches. Players or pairs who do not fulfill this obligation will be disqualified. There is no warning or sanction imposed for clothing failure as of January 2016.
- d. In doubles events players from the same association can wear shirts from different brand (according to the ITTF Handbook Regulation 3.3.2.7).
- e. If an organizer has secured a sponsor for this purpose, back numbers can be used from the beginning of the event till the TV production starts. As soon as the TV production starts, back numbers are NO longer allowed.
- f. Players understand the media and promotion needs and cooperate as much as possible with the ITTF/LOC Staff when requested to engage to promotional or media activities.
- g. Players should comply to the schedule requirement of followed by matches, when there is TV live coverage.
- h. Players should understand the needs of Sport Presentation and follow the guidance/instructions of ITTF and OC Staff for the conduction of draws, march-in and awarding ceremonies.



**16. CONTACT NAMES AND NUMBERS**

<p><b>International Table Tennis Federation</b></p> 	
<p>Matt Pound Marketing Director T: +65 64 738022   E: <a href="mailto:mpound@ittf.com">mpound@ittf.com</a></p>	<p>Vicky Eleftheriade Competition Director T: +65 64 738022   E: <a href="mailto:vicky@ittf.com">vicky@ittf.com</a></p>
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