



## 2017 ITTF WORLD TOUR | SPORT SPECIFIC INFORMATION

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## 1. GENERAL INFORMATION

This document is a guide for National Associations (NAs), players and coaches to follow the basic policies for the 2017 ITTF World Tour Events.

### 1.1. Documents

a. The ITTF publishes several "Directives" and "Guidelines", which are the basis for the organizational standards a World Tour event should comply to. The ITTF is aiming for consistency in the level of organization for all ITTF World Tour Events and ensure the best possible conditions for players. All events should be organized on the basis of the following documents:

- World Tour Directives
- World Tour Sport Specific Information
- Sponsorship Implementation Guidelines (Drawings of the playing courts)
- TV/itTV Production Guidelines & TV Graphics
- Sport Presentation Guidelines
- Media Guidelines
- Ranking Default Policy for no-shows
- ITTF Handbook
- Racket Control requirements
- Players' Services
- ITTF Contribution File

b. All documents can be downloaded directly from the [ITTF.com](http://ITTF.com), under World Tour > Official Documents and form part of this contract/directives.

### 1.2. Tiers of the 2017 ITTF World Tour

- a. ITTF World Tour Platinum, minimum prize money US\$ 120,000
- b. ITTF World Tour, minimum prize money US\$ 70,000

### 1.3. Number of event days

Main draw: 4 days

### 1.4. Number of qualification days

Qualification events: will run as a separate event from the main World Tour event, with a minimum of 2 days and no limit on the number of maximum days the qualification event will run.

### 1.5. Prize Money

It is the obligation of the OC to pay the prize money on site in cash. The prize money should be paid in USD, after the national tax deductions, if any.

### 1.6. WTGF

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

## 2. SPORT SPECIFIC INFORMATION

### 2.1. Events (categories)

#### a. Mandatory:

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

#### b. Optional:

- Under 21 Men's Singles and U21 Women's Singles events (born in **1996** or later)

### 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). In both cases, this applies only if no players from the host association are 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 qualification event (The OC can choose different options how to play the Qualification stage; Knock out or Groups).
- All matches are played best of 7 games, in all stages of the competition.

#### 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 from the host association, if not already included in the Top 8 doubles by default. A "mixed" pair composed of players from different associations can be seeded by the request of the host association, provided that one of the two players is from the host association).
- 8 pairs from the qualification event (Knock out of 16 for World Tour Platinum and 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 by host association.
- All matches are played best of 5 games, in all stages of the competition

#### c. U21 Singles Events: Knock out - Main Draw of 32.

- Only Main draw, but played during the qualification days.
- Top 32 entered players according to the World Ranking (or Top 28 plus 4 players from the host association, if not already included in the Top 32 players by default).
- Maximum 4 players per NA.
- All matches are played best of 5 games, in all stages of the competition.

In case of a tie in seeding positions in singles/doubles, the higher ranked player/pair on the previous World Ranking/Doubles ranking will take the higher seeding position.

### 2.3. Draws

#### a. Main Draw

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

- Done 1 day prior to the start of the qualifications, not later than 16:00.
- Has to be conducted by the Referee assisted by the ITTF Competition Manager and the draw for qualifications is done by the Competition Manager.
- Seeding is done with the latest World Ranking of the date of the entry deadline, and the draw for seeded players with **NO** separation by association.
- Is always a main draw of 32 for Singles and 16 for Doubles.

- Conducted according to the ITTF rules for that purpose **but WITHOUT separation per association**, except the first round of the main draw when qualifiers are drawn into the main draw, players/pairs from the same association **CANNOT** meet in the first round. In that case, they will be re-drawn.
- In case the Group winners AND the Group runner up qualifies for the main draw, the winners of the groups will be always drawn against the lowest seeded players and the runner-up and other qualifiers against the highest seeded players as far as possible.
- In case of 2 seeded players (in case of main draw of 32) cancel his/their participation after the draw is made, they will be replaced by the winner of the first preliminary group and the following groups by lot. In case of cancellation of a seeded player when the qualifications are played in knock out system, the highest ranked player who qualifies will take the position of the cancelled seeded player. The same procedure will apply in case more than one seeded player cancelled.
- In case a higher number of seeded players cancel its participation, the Competition Manager and the Referee can decide to re-draw the seeded players.
- The seeded players will not receive bye in the first round when it is possible to complete the main draw with lucky losers coming from the qualifications. Lucky losers are always drawn against the highest seeded players.
- If a pair withdraws or cancels participation in the doubles event, it will be not replaced by any other one.
- A "mixed" pair composed of players from different associations can be seeded by the request of the host association, provided that one of the two players is from the host association.

#### b. Qualifications Draw

The draw for the qualifications:

- is done 2 days prior to the start of the qualifications, after the entry cancellation deadline at 12:00 local time.
- is done according according to the latest available World Ranking at the date of the entries deadline.
- if played in **Groups**, players will be drawn into **groups of three (3)** or four (4) players per group, using the snake system (highest ranked player in the first group, next highest ranked player in the second group, etc.), according to the number of entries (the final decision to be taken by the ITTF Competition Manager). Players without a World Ranking will be drawn by lot into the free places in the groups.
- if played in **Knock-out**, players will be drawn according to the World Ranking.
- players from the same association **CANNOT** be drawn into the same group; they should be placed into the next available group.
- Players from the same association **CANNOT** meet in the **first round** of the qualification with knock-out system; they should be placed in the next available position.

#### c. Qualifiers & Lucky Losers:

- The highest finishers in each group who have not qualified for the main draw (in case of group qualification) and players eliminated in the last round of the qualification (in case of knock-out system) may be drawn into the competition as "**Lucky Losers**", to fill any empty spots in the first round of the main event. The final decision to be taken by the ITTF Competition Manager.
- Preliminary rounds after the qualification groups may be used. The final decision to be taken by the ITTF Competition Manager.

### 2.4. General Schedule

- a. Mandatory events: 4 days of main draw
- b. Qualification + U21 Main Draw: minimum 2 days

Below is an example of the schedule, for qualifications options:

Number of days for qualifications	Number of tables	Maximum entries			
		Knock out		Groups	
		Option 1 Without U21	Option 2 Incl. U21	Option 3 Without U21	Option 4 Incl. U21
<b>2 days</b>	8 tables	260	190	160	130
<b>2 days</b>	10 tables	280	220	180	150
<b>2 days</b>	12 tables	310	240	200	170
<b>2 days</b>	14 tables	350	260	230	200
<b>2 days</b>	16 tables	390	280	260	230

Number of days for qualifications	Number of tables	Maximum entries			
		Knock out		Groups	
		Option 5 Without U21	Option 6 Incl. U21	Option 7 Without U21	Option 8 Incl. U21
<b>3 days</b>	8 tables	360	260	220	190
<b>3 days</b>	10 tables	410	310	240	210
<b>3 days</b>	12 tables	460	360	260	230
<b>3 days</b>	14 tables	510	410	290	260
<b>3 days</b>	16 tables	560	460	320	290

### 2.5. Specific Time Schedule

- Earliest start of matches is **10:00 am** during all days of the main events and **09:00 am** on the qualifications 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 OC.
- The time schedule will be approved by the ITTF Competition Manager:
  - Main event time schedule: **60** days prior to the main event.
  - Qualification time event: **15** days prior to the start of the qualification event.
- The time schedule for the event has to be agreed upon between the OC and the ITTF Competition Manager or the ITTF Competition Director.

## 3. PROSPECTUS/ENTRIES

### 3.1. Prospectus

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

- contains specific information related to the event, e.g. dates, location, prize money, accommodation fee for accompanying people, deadlines for entries, players' obligation etc.
- is published at least 2 months before the event on the Event Page.

### 3.2. Travel and accommodation forms

Travel and accommodation forms:

- are published together with the prospectus at least 2 months before the event on the Event Page.
- must be completed by the NA(s) participating at the Event and submitted to the ITTF and OC.

### 3.3. Deadlines

- a. **Final entries deadline: 30 days before the starting date** of the event. The deadline for the final entries for singles, doubles AND U21 is automatically set 30 days before the starting date of the event in the Prospectus. **No late entries will be accepted.**
- b. **Doubles deadline: 10 days after** the final entries deadline. This is the deadline for fixing the pairs for doubles. When two different NA(s) are involved, both NA(s) shall confirm entry of doubles partners before this deadline. 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: 2 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.
- d. **Room cancellation deadline:** is fixed to **7 days before the starting date** of the event.
- e. **Payment deadline:** is fixed to **2 days before the starting date** of the event. If an association wants to make the payment via bank transfer, the OC have 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 OC 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. **Accreditation Fee: US\$ 160 (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).
- b. **Participation fee: US\$ 16 (15 EUR)** for each player.
  - The participation fee must be paid to the OC before or upon accreditation.

### 3.5. Cancellation Fees

- a. **Cancellation fee:**
  - **The TOP 16 Seeded players** entered in the main draw, will be liable to a **cancellation fee of US\$ 5,000** and severe **loss of World Ranking points** (to be determined under the World Ranking structure), if they cancel their participation after the final entries deadline. This fee will only be waived if a Medical Certificate is presented, certified by a professional and qualified doctor. The cancellation fee will be invoiced by the ITTF to the NA concerned and should be paid within 30 days **or** 10 days before the next ITTF World Tour event the same player will participate to, whichever earlier.
  - There will be a charge of **150 EUR** of **US\$ 160** cancellation fee for each player (entered in the qualification event and U21 event) cancelled after the final entry deadline. This fee is not applicable in case of replacement. A cancellation fee will be charged for all coaches, medical, accompanied person, delegates who booked the official hotel package as well and cancel their participation.
- 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).
  - The OC will not provide accreditation to players of NA(s) before the payments of hospitality, accreditation or participation fees is completed.
  - 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 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 World Tour and Challenge 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: <http://itf.com/entries1/>
- b. Entered by the NA, through an official request to the Competition Manager, in case a "new" player is not registered on the ITTF Players Database. The 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 Competition Manager.

No entries will be accepted by other organizations or individuals. Requests can only be accepted by the NA(s) official e-mails, as 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 following:

- 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:
  - If a player who should be seeded (Top 16), according to the WR, replaces a non-seeded player, then this player will not be considered as direct entry and will therefore need to play qualifications. This player will be moved to the seeded positions, as follows:
    - Only to his/her position according the WR, in case another player from the seeded players list cancels entry or is replaced by another non-seeded player.
    - In case there are two or more players who replaced another player and should be moved to the seeded positions, according to the WR, the one in the higher WR position will be moved up to the available position, at the time a position becomes available.
- b. **Doubles:** No Doubles can be amended after the doubles entry deadline. The ITTF Ranking Consultant will prepare the seeding for both doubles events. Restrictions in changes:
  - In case of cancellations the next highest ranked pair, at the deadline of entries will be entered in the Qualification.
  - 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.

## 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 TV-court(s) (show-courts) **is obligatory from the start of the main draw matches.** These 4 show courts will be the only courts used from the Main Draw on.
- b. The size of such a TV-court is standard: 9,60 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. 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).
- d. Each table must have the lighting conditions for World and Olympic title competitions, which is **1000** lux uniformed over the table (regulation 3.2.3.3). See further details in the Sport Presentation guidelines.
- e. The temperature in any of the halls **CANNOT** be below **16°C**.
- f. Normally the arena is under preparation and organizers should give the participants a chance to practice the **day before** the competition starts. The Main hall should be available from 10:00 am – 10:00 pm for the players to practice.
- g. Once the competition starts, practice in the competition hall is only possible before the start of the competition day, unless the Competition Manager on site prepares practice schedule for other period(s), in case of special circumstances.

#### **4.2. Qualification facilities**

- a. Each court size has to be **at least** 7 x 14 meters.
- b. Each table must have the lighting conditions for World and Olympic title competitions, which is **1000** lux uniformed over the table (regulation 3.2.3.3). See further details in the Sport Presentation guidelines.
- c. The temperature in the competition hall **CANNOT** be below **16°C**.
- d. An official ITTF approved sport floor needs to be used.
- e. The OC should provide the qualifiers excellent conditions; as similar as possible to the playing conditions in the main events.
- f. Qualification tournaments 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 qualification 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 and color), 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 Qualification (competition) tables.
- f. For the Main event at least 8 Practice tables needs to be set up for 4 Competition tables.

#### **4.4. Equipment – brand and color**

- a. **Floor:** 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:** must be ITTF Approved and of blue color.
- c. **Balls:** DHS balls, as supplied by DHS for the event.
- d. **Equipment types:** In all facilities, tables should have the same brand, and color. It is very important that all tables have the exact same tabletops (including thickness, material etc).



## 5. OTHER FACILITIES

### 5.1. Players' Lounge

Players' Lounge is **mandatory at least for the last 4 days** and the following should be offered:

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

### 5.2. VIP Facilities

- a. VIP Lounge is mandatory at least for the last 2 days and the following should be offered:
- For the ITTF World Tour the OC needs to provide special service to the TOP players (see file "**Players' Service**").

### 5.3. 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 **one of the levels has to be at the highest level possible in the city.**

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

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

### 6.2. Hotels

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



### **6.3. Meals**

- a. Meals are provided only for delegations/persons requesting the Official Hospitality Package.
- b. The meals schedule should be prepared and published by the OC.

## **7. TRANSPORTATION**

### **7.1. Arrival Service**

- a. Arrival service is provided only for delegations/persons requesting the Official Hospitality Package.
- b. NA(s) **not** providing to the OC the information on time, lose their right to arrival service.
- c. For the ITTF World Tour the OC 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.
- b. NA(s) **not** providing to the OC the information on time, lose their right to arrival service.
- c. For the ITTF World Tour the OC 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. A shuttle bus schedule will be prepared and distributed by the OC to all participants.
- c. 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.
- d. The last transport service should be **immediately after** the competition is completed every day.
- e. For the ITTF World Tour the OC 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. Players can approach the Competition Manager on site for any request/help needed.

### **8.2. Umpires**

All matches have to be officiated by at least one International Umpire, and as of the start of the main event, each match must be officiated by 2 umpires of which at least one is an International Umpire.

## **9. FUNCTIONS/SERVICES**

### **9.1. Racket Control**

Racket control will be conducted as described in the ITTF Handbook and Technical Leaflet T9: Racket Control.

### **9.2. Doping Control**

Doping Control may be conducted at ITTF World Tour Events.



### 9.3. **Medical Services**

A medical service (and first aid medical service) should be available to the players, including a doctor and a physiotherapist (attending the whole tournament).

### 9.4. **Results Service**

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

- a. Results are updated frequently on the ITTF Event Page and can be checked online.
- b. 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.
- c. 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**).

## 10. **PLAYERS' OTHER OBLIGATIONS**

- a. Players or pairs who finish among the top two (2) positions have an **obligation** to attend the prize ceremony in **sport clothing** including **sports shoes**. Players or pairs who do not fulfil this obligation will lose the prize money.
- b. Players 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. In doubles events players from the same association can wear shirts from different brand on condition that the basic color of the shirt has to be the same.
- c. However and only 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.

## 11. **MEDIA/PROMOTION**

Players understand the media and promotion needs and cooperate as much as possible with the ITTF/OC Staff when requested to engage to promotional or media activities.

## 12. **TV COVERAGE**


Players should comply to the schedule requirement of followed by matches, when there is TV live coverage.

## 13. **SPORT PRESENTATION**

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.



#### 14. CONTACT NAMES AND NUMBERS

 <b>International Table Tennis Federation</b>	
<b>Mrs. Judit Farago</b> ITTF CEO T: +36 1 325 8898   E: <a href="mailto:jfarago@ittfmail.com">jfarago@ittfmail.com</a>	<b>Mr. Karl Jindrak</b> ITTF Director of Competitions T: +43 699 124 17 193   E: <a href="mailto:kjindrak@ittfmail.com">kjindrak@ittfmail.com</a>
<b>Mr. Steve Dainton</b> ITTF Marketing Director T: +65 64 738022   E: <a href="mailto:sdainton@ittfmail.com">sdainton@ittfmail.com</a>	<b>Mr. Matt Pound</b> ITTF Promotion and Media Manager T: 65 64 738022   E: <a href="mailto:mpound@ittfmail.com">mpound@ittfmail.com</a>
	<b>Ms Kimberly Koh</b> ITTF Business Development Manager T: 65 64 738022   E: <a href="mailto:kimberly@ittfmail.com">kimberly@ittfmail.com</a>