



2018 ITTF CHALLENGE | GENERAL CONTRACT – DIRECTIVES FOR ORGANIZERS

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1. GENERAL TERMS

This document forms part of the agreement between the International Table Tennis Federation (ITTF), the Organizing Committee (OC) 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 2018 ITTF Challenge events:

1.1. Documents: Directives and Guidelines

- a. The ITTF publish several "Directives" and "Guidelines", which are the basis for the organizational standards an ITTF Challenge event should comply to:
- ITTF Challenge Directives
 - Sport Specific Information
 - Sponsorship Implementation Guidelines (Drawings of the playing courts)
 - TV/itTV Production Guidelines & TV Graphics (not compulsory - recommended)
 - Sport Presentation Guidelines
 - Media Guidelines
 - Ranking Default Policy for no-shows
 - ITTF Handbook
 - Racket Control requirements
 - Players' Services (not compulsory - recommended)
 - ITTF Contribution File
- b. All documents can be downloaded directly from the ITTF.com, under "Official Documents" and form part of this contract/directives.

1.2. Tiers of the 2018 ITTF Challenge

- a. ITTF Challenge, minimum prize money **US\$ 40,000**

1.3. Number of event days

Main draw: 3 days

1.4. Number of qualification days

Qualification events: 2 days and will run as a separate event from the main Challenge event.

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. Event Insurance

The OC should be responsible in purchasing event insurance during the period of the whole event (incl. qualification tournament and main draw) to cover the liability of its employees, participants and volunteers.

1.7. Other events

If other events are offered:

- approval must be received from the ITTF.
- scheduling must be arranged so that the extra events are concluded before ITTF Challenge event starts.
- matches must not be held at the same time as the quarterfinals, semi-finals or finals of the main ITTF Challenge event.



- it is required that a separate control desk be responsible for any extra events and that the ITTF Challenge event is staged separately as the main focus.

1.8. 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:

- at any time after the bid was confirmed by ITTF and before the ITTF calendar is officially published, the host association will be fined with US\$ 1.000.
- at any time between the time the ITTF Calendar is officially published and earlier than 4 months before the event start date, the host association will be fined with US\$ 5.000 and not be entrusted an ITTF World Tour or ITTF Challenge event for the next calendar year.
- at any time within 4 months before the event start date, the host association will be fined with US\$ 10.000, plus any loss of income from sponsorship suffered by the ITTF, or costs incurred by the ITTF, or NA(s), beside suspension from organization for the next calendar year.

1.9. Failure to comply to the General Contract/Directives

The National Association as the organizer (OC) 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 fulfill the points of the general contract/directives might have financial consequences, in the form of deduction from the ITTF contribution (See the document "ITTF Contribution File").

2. SPORT SPECIFIC INFORMATION

2.1. Events (categories)

a. Mandatory:

- Men's and Women's Singles
- Men's and Women's Doubles
- Under 21 Men's Singles and U21 Women's Singles events (born in 1997 or later)

2.2. Playing System

a. General implementation:

Numbers of seeded players and Main Draw, are defined according to the number of entries, at the final entries deadline, as follows (the CM can amend the playing system if necessary):

Singles and U21	Seeded players	Main Draw of
15 or less	0	16
16 to 20	4	16
21 to 40	8	16
40 to 80	16	32
81 or more	16 or 32	64
Doubles number of pairs	Seeded pairs	Main Draw of
Regardless	8	16

b. Men's and Women's Singles:

- Numbers of seeded players and Main Draw, are defined by the table above.
- In the case the Host Association does not have any players among the seeded or direct entry players, the OC is entitled to have 2 positions, in a Main Draw of 64 and 1 position in a Main Draw of 32.

- Qualification is played in groups (Knock-out can only be an option, discussed with the Competition Manager, in case of very high number of entries). In case of a short notice of the change of the playing system from groups to knock out, the NA(s) should get at least 3 days after the entry deadline the chance to cancel without paying the cancellation fee.
 - All matches are played best of 7 games, in all stages of the competition.
- c. Men's and Women's Doubles:**
- Main Draw of 16 played in knock out (Top 8 seeded pairs, plus 8 qualifiers).
 - In the case the Host Association does not have any pair among the seeded or direct entry pairs, the OC is entitled to have 1 position. 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).
 - Qualification is played in knock out and 8 pairs qualify to the Main Draw.
 - Maximum 3 pairs or 6 players per NA.
 - All matches are played best of 5 games, in all stages of the competition.
- d. U21 Singles Events:**
- Numbers of seeded players and Main Draw, are defined by the table above.
 - In the case the Host Association does not have any players among the seeded or direct entry players, the OC is entitled to have 2 positions, in a Main Draw of 64 and 1 position in a Main Draw of 32, but no position in a Main Draw of 16 players or less.
 - Qualification is played in groups (Knock-out can only be an option, discussed with the Competition Manager, in case of very high number of entries). In case of a short notice of the change of the playing system from groups to knock out, the NA(s) should get at least 3 days after the entry deadline the chance to cancel without paying the cancellation fee.
 - All matches are played best of 5 games, in all stages of the competition.

2.3. Draw for seeded players

- a. The draw for the seeded players is done 1 day prior to the start of the qualifications, not later than 16:00.
- b. The draw has to be conducted by the Referee assisted by the ITTF Competition Manager.
- c. Seeding is done with the latest World Ranking of the date of the entry deadline, with **NO** separation by association (see "**Sport Specific Information**" document for details).

2.4. General Schedule

- a. Mandatory events: **3 days of main draw**
- b. Qualification: **2 days**

Below is the table indicating the maximum number of entries, that can be accepted according to the number of tables:

Number of tables	Maximum entries
8 tables	180
10 tables	220
12 tables	260
14 tables	300
16 tables	340

2.5. Specific Time Schedule

- a. Earliest start of matches is **10:00 am** during all days of the main events and **08:30 am** on the qualifications days.
- b. 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.

- c. The time schedule will be approved by the ITTF Competition Manager, **in agreement with the ITTF Competition Director**:
- Main event time schedule: **21** days prior to the main event.
 - Qualification time event: **15** days prior to the start of the qualification event, but might be changed significantly in case of high number of cancellations.
- d. The time schedule for the event has to be agreed upon between the OC and the ITTF Competition Manager **and** 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:

- 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' obligation etc.
- b. provided by the ITTF, in a common template for all Challenge Events.
- c. completed by the OC and returned to the ITTF Director of Competitions for final approval.
- d. be confirmed in due time and published at least 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 **Competition Director**, in a common template for all Challenge 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 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\$ 130 (120 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\$ 13 (12 EUR)** for each player.
 - The participation fee must be collected by the OC before or upon accreditation.

- The full amount of the participation fees for each event should be deducted from the final invoice from the OC to the ITTF, in regards to the contribution.

3.5. Cancellation Fees

a. **Cancellation fee:**

- There will be a charge of **120 EUR** of **US\$ 130** 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.
- **Players who are on the waiting list at the time of the entry deadline will not be liable to cancellation fees, should they withdraw their participation.**
- **Players on the waiting list after the entry deadline will not be liable for cancellation fees, should their entries get accepted at a later stage and he/she is unable to attend the event.**

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 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 OC to inform the 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 OC 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 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. 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 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:** The ITTF Ranking Consultant will prepare the seeding for both doubles events. Doubles can be amended after the doubles entry deadline, but with the following restrictions:

- Amendments are allowed only on combinations of doubles, inside the same association, and not later than the cancellation deadline (2 days before the starting of the event, 12:00 local time). **And the new pairs will lose the right to be seeded and have to play Qualification in any case (also the new host pairs, except one pair which will be seeded).**
- Seeding is not considered in case there is a change in the composition of a seeded pair, regardless of the ranking position of the newly formed pair, except for the host association.

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 Challenge, in addition to the rules and regulations of the ITTF Handbook:

- MINIMUM** eight (8) courts must be used from the Main Draw on. The courts should be minimum 7x14 meters defined by:
 - surrounds of 1,40 m length (30 surrounds per court) or,
 - surrounds of 2,00 m length (22 surrounds per court) or
 - surrounds of 2,33 m length (18 surrounds per court).
- The preferred size is 8x16 meters, which has to be implemented when the number of tables is reduced to four (4) or less.
- The set-up of 1 Show-court **is obligatory for the last 1 day of the event** From two (2) to four (4) show-courts have to be installed at particular events based on case-by-case agreement with ITTF at the ITTF Challenge Series.
- The size of such a Show-court is standard: **9,60 m x 18,20 m** and the playing area is defined by 36 pyramid surrounds and 4 corners.
- All costs related to the one (1) show-court will be borne by the OC.
- 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 Staff for prior approval.
- For the show court(s) the OC will be provided with specially designed surrounds, umpires’ tables and umpires’ chairs by DHS. Each OC is responsible to inform ITTF about delivery address and contact person for shipment at least 3 months in advance.
- The color of all the printed Advertisement boards (A-boards) around the TV-Court / Show Court should be uniformed. **The color used must be GREY pantone # 415C.**
- 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).
- Each table must have the lighting conditions for World and Olympic title competitions, which is **1500 lux** uniformed over the table (regulation 3.2.3.3). See further details in the Sport Presentation guidelines.
- The temperature in any of the halls CANNOT be below **16°C**.
- 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.

4.2. Qualification facilities

- Each court size has to be **at least 7 m x 14 m**.
- 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.

4.4. Equipment – brand and color

- a. **Floor:** should be sourced by the OC 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 OC and must be ITTF Approved and of blue color.
- c. **Balls:** DHS balls, as supplied by DHS for the event.
- d. **Surrounds:** A-Boards (blue color inside – red color outside). 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 tabletops (including thickness, material etc).

5. OTHER FACILITIES

5.1. Press facilities

Press facilities should be according to the "ITTF Media requirements" document.

5.2. Players' Lounge

Players' Lounge is **mandatory at least for the last 3 days** and the following should be offered:

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

5.3. VIP Facilities

- a. VIP Lounge is **mandatory at least for the last 2 days** and the following should be offered:
 - At least snacks and refreshment service for sponsors and guests.
- b. **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 **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

- 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.
- 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.
- 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 Challenge it is recommended that the OC should provide special service to the TOP seeded players (see file "**Players' Service**").

6.3. 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)
- If the hotel is more than 20 minutes away from the venue, **it would be preferable to provide** lunch in the venue.

7. TRANSPORTATION

7.1. Arrival Service

- 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 you will provide to the participants during your event. To avoid any misunderstandings the following is expected:
- c. 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.
- d. 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 OC know exactly when each NA (or individual players) arrive(s).
- e. NA(s) **not** providing to the OC the information on time, lose their right to arrival service.
- f. Ideally the OC 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.
- g. 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.
- h. For the ITTF Challenge it is recommended that the OC should provide special service to the TOP 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 OC must reconfirm it in case of late changes.
- c. The OC **have 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 Challenge it is recommended that the OC should provide special service to the TOP 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 OC 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 OC 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 Competition Manager for approval.
- k. For the ITTF Challenge it is recommended that the OC should provide special service to the TOP 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 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 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. Will prepare an evaluation report of the event. This report will form the basis of the decision to be included in future World Tour or Challenge years and will form the basis of the percentage of the ITTF Contribution what will be finally decided by the ITTF Marketing Director the ITTF Competition Director and together with the ITTF CEO what will be paid to the OC after the conclusion of the event.

Hospitality of ITTF Officials

The OC has to provide:

- a. 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.
- b. free hospitality to the ITTF President or his appointee during the whole event. Invitations must be sent early to the ITTF office in order to provide confirmations in due time.
- d. a special hospitality rate (maximum 75% of the official charge) to ITTF officials/partners/staff attending the event, up to maximum 10 persons.

8.2. Tournament Director

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

- a. The ITTF Competition Department through the ITTF Director of Competitions and the 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 Challenge event needs approval of the ITTF Director of Competitions or the 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 (MC)**

It is recommended that the OC should appoint a **professional announcer (MC)**, to work according to the "**Sport Presentation Guidelines**".

8.4. **Press Officer**

A **Press officer** should be appointed to:

- take care of all matters in regards 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 Promotions Manager and the ITTF Publication Editor.
- communicate with the ITTF in regards to the media facilities.
- implement the requirements of the "**ITTF Media Guidelines**" document.

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

8.5. **Photographer**

The OC 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

Appointment of Referee Team:

- Minimum one of the three should be from a foreign NA.
- The OC 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 of the Referee and Deputy Referees according to the "**Directives for Match Officials**" (ITTF Handbook).

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 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.
- At least 25% of the umpires shall be International Umpires from foreign NA(s).



- The host Association has to provide free hospitality to all invited foreign umpires and Referees and they shall get daily allowance according to the "**Directives for Match Officials**" (ITTF Handbook).

8.7. Staff and Volunteers

The OC 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 OC agrees to provide the facilities and facilitate the conduct of Racket Testing (including VOC tests) during the event according to the ITTF Racket Control requirement document.
- b. VOC tests have to be done with equipment provided and delivered by the ITTF.
- 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 Challenge Events.
- b. The ITTF will be responsible for the co-ordination of any doping control test in co-operation with your National Doping Control agencies and authorities.
- c. Min.12 doping controls shall be carried out by the OC at their own costs at particular events, based on case-by-case agreement with ITTF.

9.3. Medical Services

The OC have to provide:

- a. medical service to the players including a **doctor** and a **physiotherapist** (attending the whole tournament).
- b. 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. If electronic scoreboards inside the stadium exist, they should be used according to the "**Sport Presentation Guidelines**".

9.5. ITTF Event Page results

The OC must provide:

- a. At least 2 volunteers.
- 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 Competition Manager.



9.6. Services to ITTF Staff

- a. Attending ITTF Staff, i.e. Competition Manager, ITTF Promotion and Media Manager (when on site), ITTF Publications Editor (when on site), the ITTF photographer (when on site), ITTF personnel, and the people in charge of the ITTF Result 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

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. TV PRODUCTION/ITV STREAMING

The OC is responsible to make arrangements for:

- a. **TV Production**, recommended for the last day of competition (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/itTV Production Guidelines & TV Graphics”** document.

11. MEDIA

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


12. SPORT PRESENTATION

Sport Presentation should be implemented according to the **“ITTF World Tour – Sports Presentation”** document.

13. SPONSORSHIP IMPLEMENTATION

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

14. CONTACT NAMES AND NUMBERS

 International Table Tennis Federation	
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